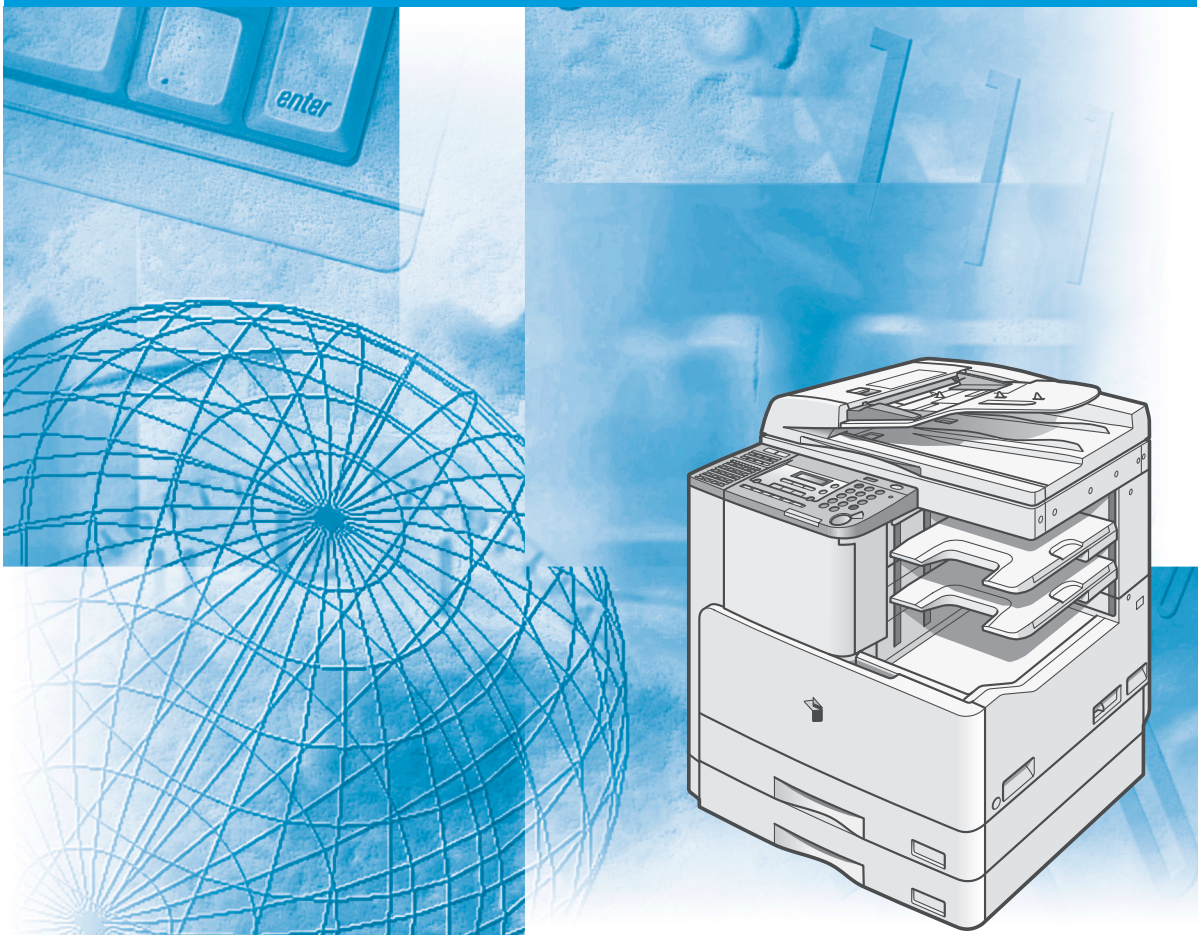
Canon

imageRUNNER 2020/2016

Reference Guide



Read this guide first.

Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER 2020/2016 Reference Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

• **Quick Reference for Basic Operations**	**Easy Operation Guide**	
• **Basic Operations** • **Troubleshooting**	**Reference Guide (This Document)**	
• **Copying Instructions**	**Copying Guide**	
• **Fax Instructions**	**Facsimile Guide**	
• **Setting Up the Network Connection and Installing the CD-ROM Software**	**Network Quick Start Guide**	
• **Remote User Interface Instructions**	**Remote UI Guide**	CD-ROM
• **Network Connectivity and Setup Instructions**	**Network Guide**	CD-ROM
• **PCL/UFR II Printer Instructions**	**PCL/UFR II Printer Guide**	CD-ROM
• **UFR II Printer Instructions**	**UFR II Printer Guide**	CD-ROM
• **PCL Printer Driver Installation and Instructions**	**PCL Driver Guide**	CD-ROM
• **UFR II Printer Driver Installation and Instructions**	**UFR II Driver Guide**	CD-ROM
• **Fax Driver Installation and Instructions**	**Fax Driver Guide**	CD-ROM

- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Basic Operations

Chapter 3 Checking and Canceling a Job

Chapter 4 Optional Equipment

Chapter 5 Customizing Settings

Chapter 6 System Manager Settings

Chapter 7 Routine Maintenance

Chapter 8 Troubleshooting

Chapter 9 Appendix

Includes report samples, the specifications of the main unit and optional equipment, and index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon imageRUNNER 2020/2016. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are represented in this manual. The control panel keys on the machine indicated within brackets.

Examples:



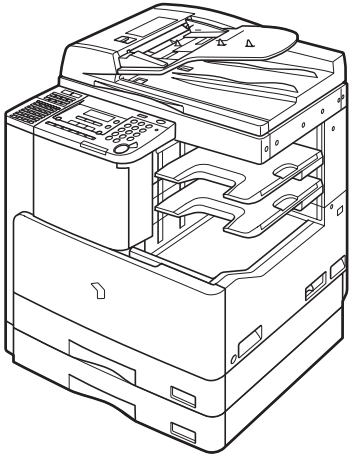
Press [Start].



Press [Additional Functions].

Illustrations Used in This Manual

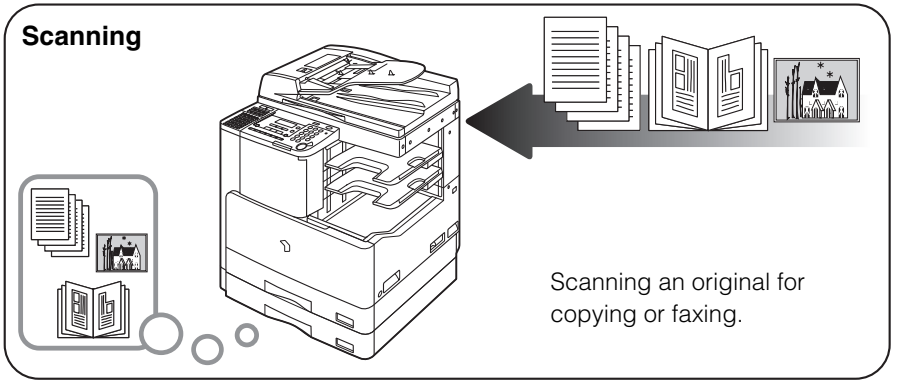
Illustrations used in this manual are those displayed when the imageRUNNER 2016 has the following optional equipment attached to it: the Fax Panel-A1 (with Super G3 FAX Board), Feeder (DADF-P1), Finisher-U1, Additional Finisher Tray-C1, and Cassette Feeding Module-J1.



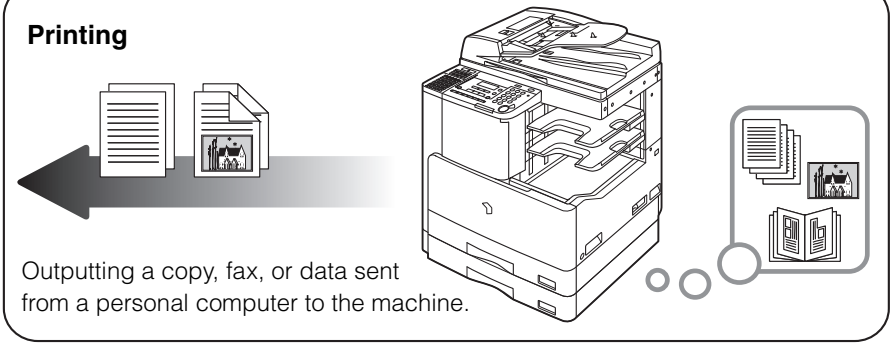
Operations and Terms Used in This Manual

This machine makes effective use of memory to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be printed.

To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying," used throughout this manual are defined below. When making a copy, the process of scanning originals and printing copies may be described as separate functions.

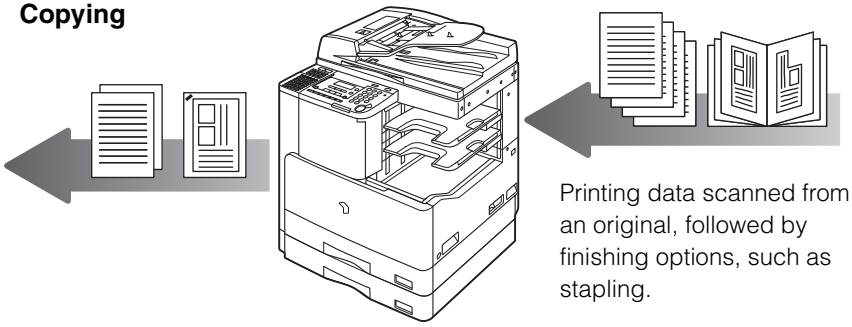


Printing



Outputting a copy, fax, or data sent from a personal computer to the machine.

Copying



Printing data scanned from an original, followed by finishing options, such as stapling.

Legal Notices

FCC (Federal Communications Commission)

imageRUNNER 2020/2016: Model F188900

This device complies with Part 15 of the FCC Rules.
Operation is subject to the following two conditions:

(1) This device may not cause harmful interference,

and

(2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate, radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cables are required to comply with Class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contact. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon USA's Web site (http://www.usa.canon.com).

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. (516) 328-5600

Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Also, this product is certified as a Class I laser product under IEC60825-1:1993 and EN60825-1:1994. This means that the product does not produce hazardous laser radiation.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's Reference Guide.

The labels shown below are attached to the laser scanner unit inside the machine and next to the toner cartridge, behind the front cover.





CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

International ENERGY STAR Program



As an ENERGY STAR® Partner, Canon USA, Inc. has determined that this machine meets the ENERGY STAR® Program for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

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- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

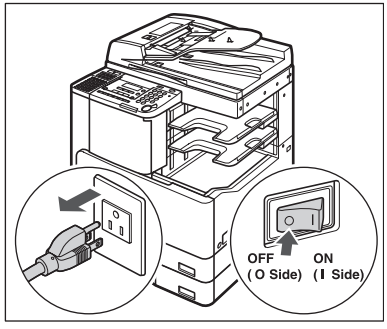
Important Safety Instructions

Please read these “Important Safety Instructions” thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

WARNING

- **Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**
- **Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**
  - **Necklaces and other metal objects**
  - **Cups, vases, flowerpots, and other containers filled with water or liquids**



⚠ CAUTION

- **Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.**
- **Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.**
- **Do not install the machine in the following locations:**
  - **A damp or dusty location**
  - **A location near water faucets or water**
  - **A location exposed to direct sunlight**
  - **A location subject to high temperatures**
  - **A location near open flames**

Power Supply

⚠ WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**
- **Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**

⚠ CAUTION

- **Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.**
- **Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**

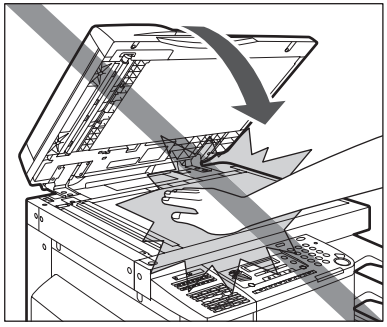
Handling

⚠ WARNING

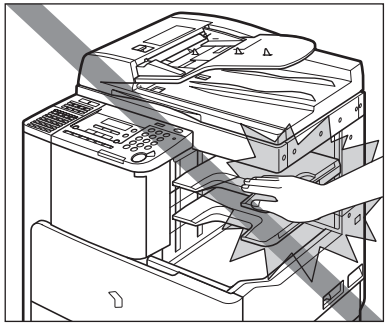
- **Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. Continued use of the machine in this condition may result in a fire or electrical shock.**
- **Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.**
- **To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.**
- **Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**

⚠ CAUTION

- **Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.**
- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**

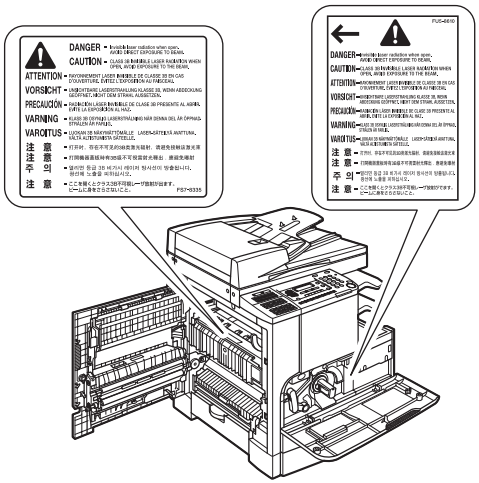


- **Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**
- **Do not touch the finisher while the machine is printing, as this may result in personal injury.**
- **Do not place your hand in the part of the tray where stapling is performed when a finisher is attached, as this may result in personal injury.**



Finisher-U1

- **Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.**
- **The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.**
- **If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.**
- **Never open covers other than those instructed in this manual.**
- **Do not remove the caution labels attached to the laser scanner unit inside the machine and next to the toner cartridge, behind the front cover.**



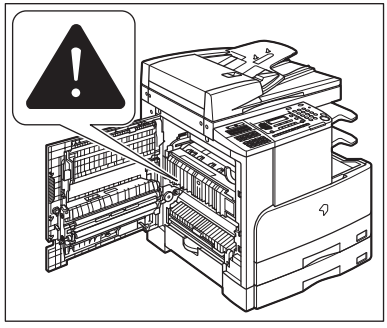
Maintenance and Inspections

⚠ WARNING

- **When cleaning the machine, first turn OFF the main power switch, and then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**
- **Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.**
- **There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**

⚠ CAUTION

- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.**



- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

Consumables

⚠ WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges or paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the cartridges into a bag to prevent the toner remaining inside the cartridges from scattering, and then dispose of them in a location away from open flames.**

⚠ CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

Other Warnings

⚠ WARNING

For cardiac pacemaker users:
This product generates a low-level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

Before You Start Using This Machine

1
CHAPTER

This chapter describes what you should know before using this machine, such as parts and their functions, and how to turn ON the main power.

Installation Location and Handling 1-2
- Installation Precautions 1-2
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- Using the Menus 1-18

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- How to Turn ON the Main Power 1-20
- Control Panel Power Switch 1-24

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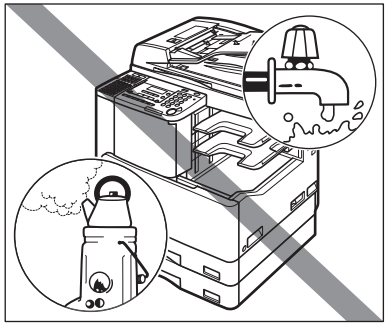
Installation Location and Handling

This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

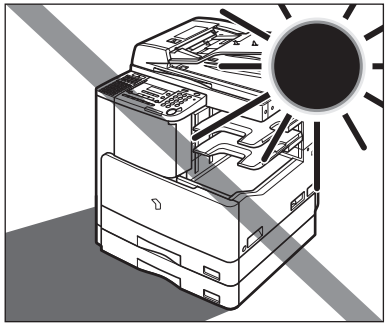
Installation Precautions

Avoid Installing the Machine in the Following Locations

■ **Avoid locations subject to temperature and humidity extremes, whether low or high.**
For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters or stoves.

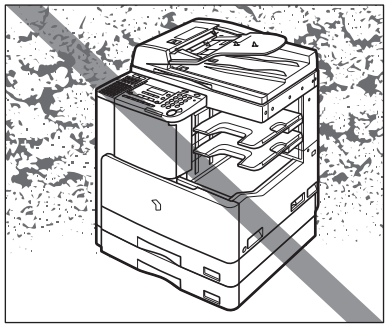


■ **Avoid installing the machine in direct sunlight.**
If this is unavoidable, use curtains to shade the machine. Be sure that curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.



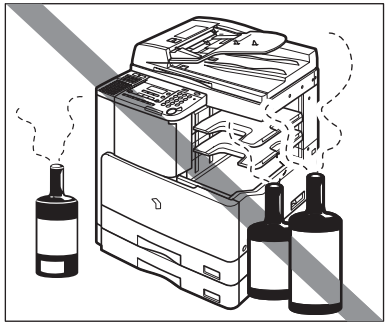
■ **Avoid poorly ventilated locations.**

This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.



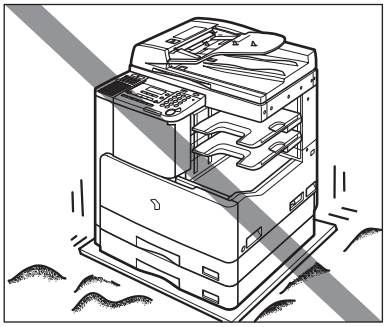
■ **Avoid locations where a considerable amount of dust accumulates.**

■ **Avoid locations where ammonia gas is emitted.**

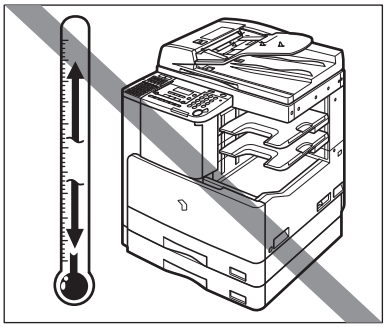


■ **Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.**

■ **Avoid locations that are subject to vibration.**
For example, avoid installing the machine on unstable floors or stands.



■ **Avoid exposing the machine to rapid changes in temperature.**
If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.

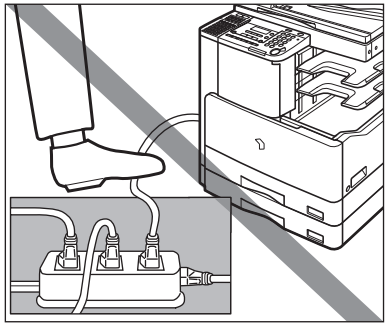


■ **Avoid installing the machine near computers or other precision electronic equipment.**
Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ **Avoid installing the machine near televisions, radios, or similar electronic equipment.**
The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

Select a Safe Power Supply

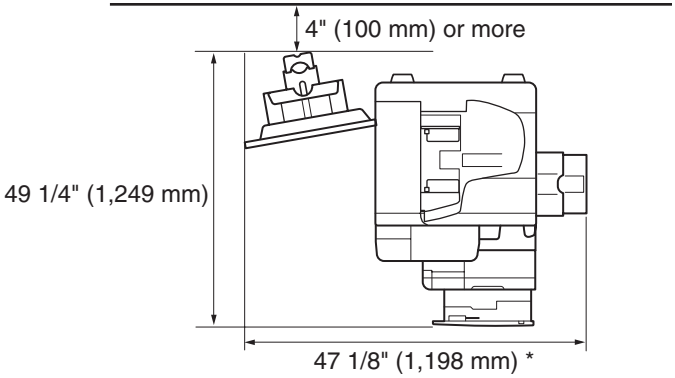
- **Plug the machine into a standard 120 V AC, three-wire grounded outlet.**
- **Make sure that the power supply for the machine is safe, and has a steady voltage.**
- **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**



Provide Adequate Installation Space

■ **Provide enough space on each side of the machine for unrestricted operation.**

The optional Finisher-U1 is attached.



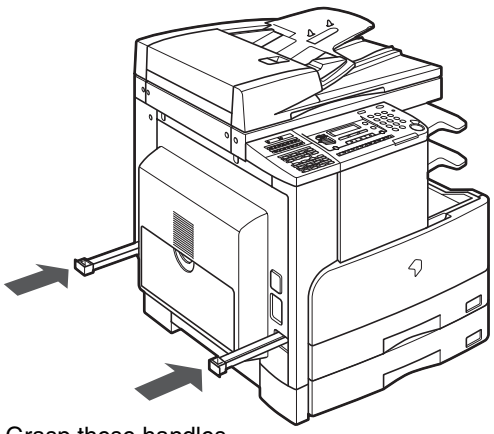
* The width is 40 1/8" (1,018 mm) when no options are attached, or 49 1/8" (1,247 mm) when the optional Document Tray-J1 is attached.

Moving the Machine

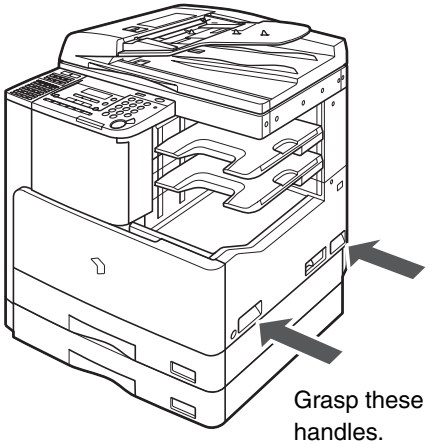
- **If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand.**

- **The machine is heavy, and requires two or more people to lift it. Therefore, do not attempt to move it by yourself. Doing so may result in personal injury.**

- **When carrying the machine, be sure to hold the handles, as indicated below. Failure to do so, may cause the machine to be dropped, and result in personal injury.**



Grasp these handles.

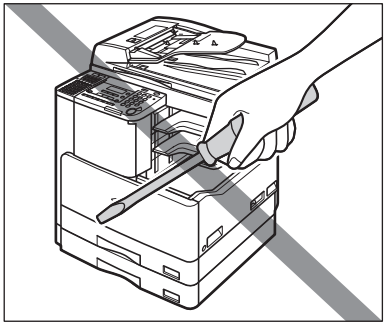


Grasp these handles.

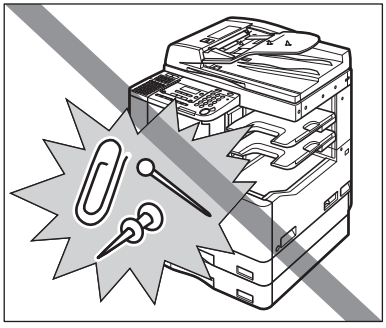
Handling Precautions

■ **Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**

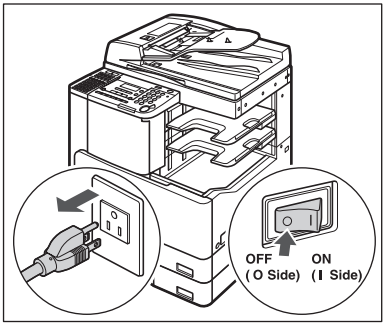
■ **Do not attempt to disassemble or modify the machine.**



■ **Be careful not to spill liquids or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it may cause a short circuit and result in a fire or electrical shock.**

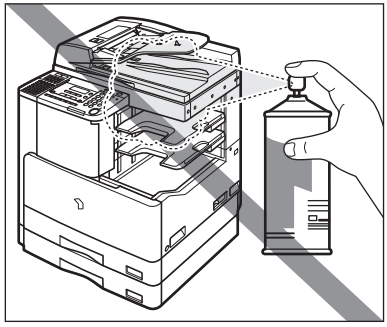


■ **If there is smoke or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the power outlet, and then call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.**



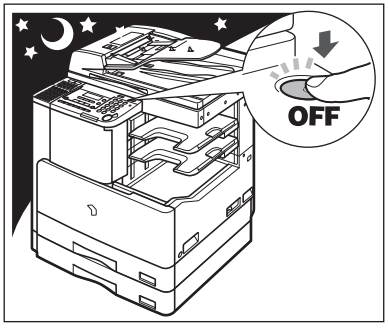
■ **Do not turn the main power switch OFF or open the front covers while the machine is in operation. This may result in paper jams.**

■ **Do not use flammable sprays, such as spray glue near the machine. There is danger of ignition.**



■ **This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.**

■ **For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.**

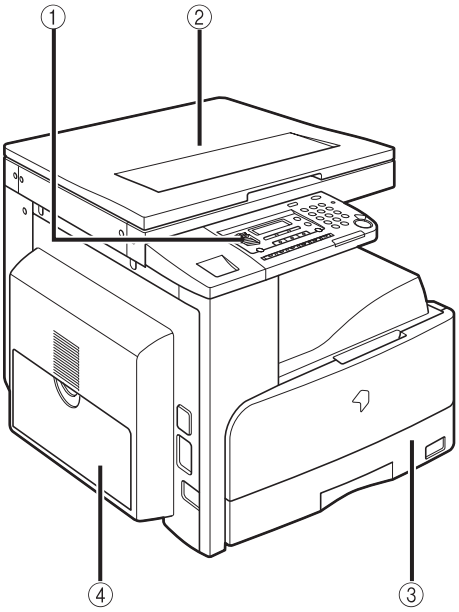


Parts and Their Functions

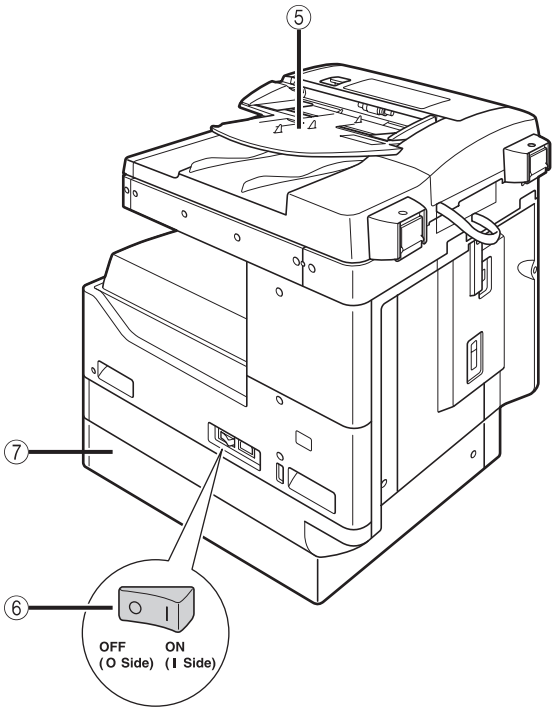
This section provides you with the names and functions of all parts on the outside and inside the main unit, main control panel, and the optional facsimile control panel. An illustration of the machine with some optional equipment attached to it is also provided. For more information on the optional equipment, parts and their functions, see Chapter 4, "Optional Equipment."

External View

The optional Platen Cover Type J is attached to the imageRUNNER 2016.



The optional Feeder (DADF-P1) is attached to the imageRUNNER 2020.



① **Main Control Panel**

Includes the keys, LCD display, and indicators required for operating the machine. (See "Main Control Panel," on p. 1-14.)

② **Platen Cover Type J (Optional)**

The Platen Cover Type J secures the originals placed on the platen glass.

③ **Paper Drawer 1**

Standard equipment for the imageRUNNER 2016. Holds up to 250 sheets of paper (20 lb bond (80 g/m^2)).

④ **Stack Bypass**

Use the stack bypass to feed paper manually, and for loading nonstandard paper stock, such as envelopes. (See "Making Prints Using the Stack Bypass," on p. 2-13.)

⑤ **Feeder (DADF-P1) (Optional)**

Originals placed in the feeder are automatically fed sheet by sheet to the scanning area. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

⑥ **Main Power Switch**

Press to the "I" side to turn ON the machine. (See "Main Power and Control Panel Power," on p. 1-20.)

⑦ **Paper Drawer 2**

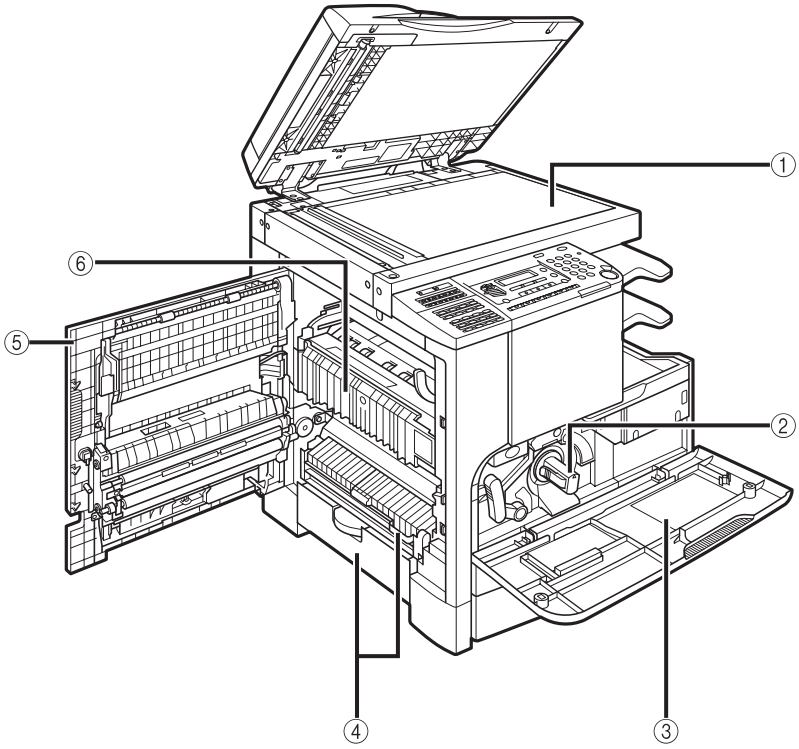
Standard equipment for the imageRUNNER 2020. Holds up to 250 sheets of paper (20 lb bond (80 g/m^2)).

NOTE

For more information on the optional equipment that can be attached to the machine, see Chapter 4, "Optional Equipment."

Internal View

The optional Fax Panel-A1 (with Super G3 FAX Board), Feeder (DADF-P1), Finisher-U1, Additional Finisher Tray-C1, and Cassette Feeding Module-J1 are attached.



① **Platen Glass**

Place originals here when scanning books, heavyweight originals, thin originals, transparencies, etc.

② **Toner Cartridge**

When toner runs out, pull out the toner cartridge, and replace it with a new one. Toner cartridges are sold separately (not standard equipment). (See "Consumables," on p. 7-42.)

③ **Front Cover**

Open this cover to replace the toner cartridge.

④ **Paper Drawer's Left Cover**

Open this cover to clear a paper jam in the paper drawers.

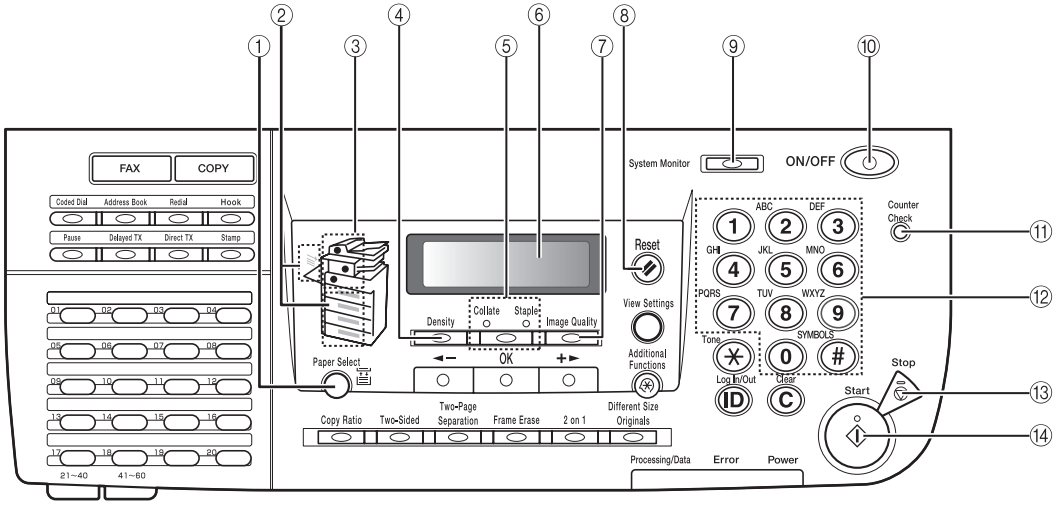
⑤ **Left Cover**

Open this cover to clear a paper jam inside the main unit.

⑥ **Fixing Unit**

If a paper jam occurs in the fixing unit, remove jammed paper carefully. (See "Fixing Unit," on p. 8-6.)

Main Control Panel



① **Paper Select key**

Press to select the desired paper source.

② **Paper Select Indicator**

Lights green to indicate the selected paper source.

③ **Jam Location Indicator**

Lights red to indicate the location of a paper jam.

④ **Density key**

Press to darken or lighten the documents you want to copy or send or receive via fax.

⑤ **Collate/Staple key**

Press to switch between the Collate and Staple modes.

⑥ **LCD Display**

Displays messages, prompts, text, settings, and numbers when operating the machine.

⑦ **Image Quality key**

Press to select the image quality best suited to the quality of your originals.

⑧ **Reset key**

Press to cancel all settings and return to the Standby display.

⑨ **System Monitor key**

Press to check the status of the machine, print, fax, or copy jobs.

⑩ **Control Panel Power Switch (Sub Power Supply)**

Press to turn the control panel ON or OFF. When turned OFF, the machine is in the Sleep mode.

⑪ **Counter Check key**

Press to display the copy and print totals on the LCD display.

⑫ **Numeric keys**

Use to enter alphanumeric characters.

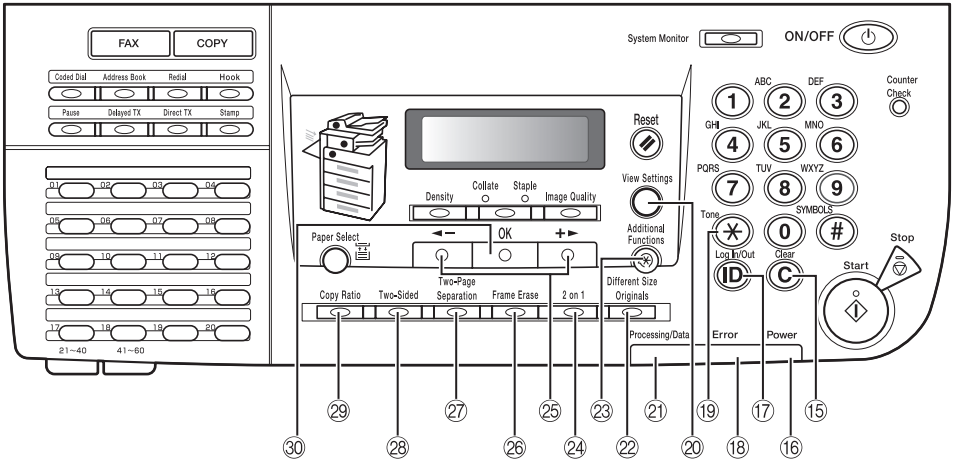
⑬ **Stop key**

Press to stop copying or scanning.

⑭ **Start key**

Press to start an operation.

■ Main Control Panel Continued



⑮ Clear key

Press to clear entered values or characters.

⑯ Main Power Indicator

Lights when the main power is turned ON.

⑰ ID key

Press when setting or enabling Department ID Management.

⑱ Error Indicator

Blinks or lights red if an error occurs in the machine.

⑲ Tone key

Press to switch temporarily to tone dialing when connected through a rotary pulse line. This enables you to access information services that only accept tone dialing. For more information, see Chapter 3, “Sending Faxes,” in the *Facsimile Guide*.

⑳ View Settings key

Press to confirm your settings.

㉑ Processing/Data Indicator

Flashes or blinks green when the machine is performing operations. When the Processing/Data indicator maintains a steady green light, fax data is stored in memory.

㉒ Different Size Originals key

Press to specify the Different Size Originals mode. For more information, see Chapter 2, "Special Copying Features," in the *Copying Guide*.

㉓ Additional Functions key

Press to specify additional functions.

㉔ 2 on 1 key

Press to specify the Image Combination mode. For more information, see Chapter 2, "Special Copying Features," in the *Copying Guide*.

㉕ ◄— or +► keys

Press [◄—] to decrease values or go back to the previous items in the menu. Press [+►] to increase values or proceed to the next items in the menu.

㉖ Frame Erase key

Press to specify the Frame Erase mode. For more information, see Chapter 2, "Special Copying Features," in the *Copying Guide*.

㉗ Two-Page Separation key

Press to specify the Two-Page Separation mode. For more information, see Chapter 2, "Special Copying Features," in the *Copying Guide*.

㉘ Two-Sided key

Press to specify the Two-Sided mode. For more information, see Chapter 2, "Special Copying Features," in the *Copying Guide*, and Chapter 3, "Sending Faxes," in the *Facsimile Guide*.

㉙ Copy Ratio key

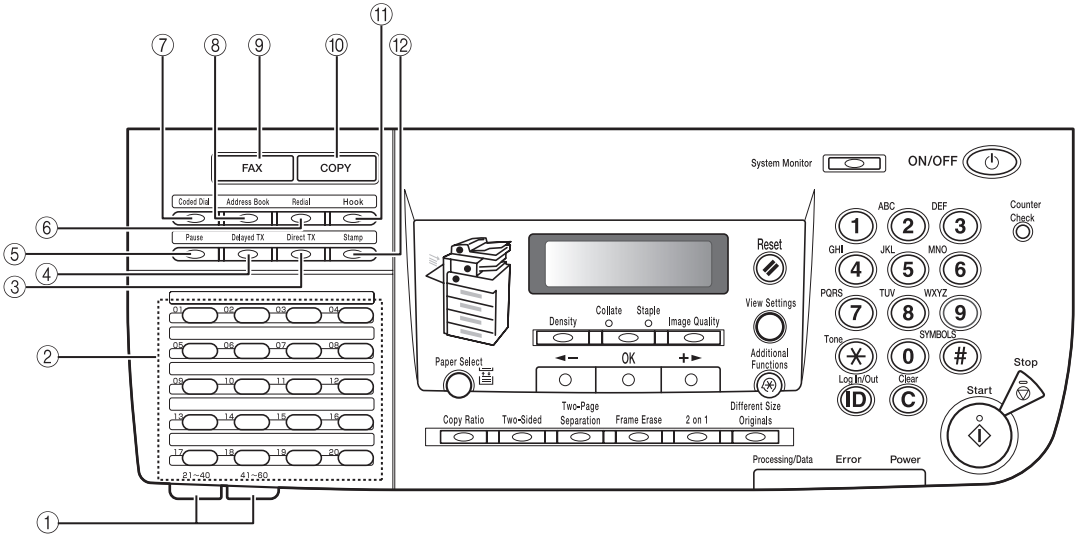
Press to enlarge or reduce copies. For more information, see Chapter 1, "Basic Copying Features," in the *Copying Guide*.

㉚ OK key

Press to confirm and accept your settings.

Facsimile Control Panel

The Facsimile Control Panel is attached only if the optional Super G3 FAX Board and Fax Panel-A1 are installed. For more information on using the Fax function, see the *Facsimile Guide*.



① **One-Touch Speed Dialing Panels**

Open the first panel to display one-touch speed dialing keys 21-40. Open the second panel to display keys 41-60.

② **One-Touch Speed Dialing keys**

Dial numbers registered under one-touch speed dialing keys.

③ **Direct TX key**

Sets the machine to the Direct Sending mode so you can send a document immediately ahead of other documents stored in memory.

④ **Delayed TX key**

Press to specify a time for the machine to automatically send your documents.

⑤ **Pause key**

Inserts a pause between digits or after the entire telephone number when dialing or registering facsimile numbers.

⑥ **Redial key**

Redials the previous number that was dialed manually by using the numeric keys.

⑦ **Coded Dial key**

Press [Coded Dial], followed by a three digit code to dial the telephone number registered for coded speed dialing.

⑧ **Address Book key**

Press to search for names or fax numbers that have been registered for speed dialing, and then use the number for dialing.

⑨ **FAX key**

Press to switch the machine to the Fax mode.

⑩ **COPY key**

Press to switch the machine to the Copy mode.

⑪ **Hook key**

Press to activate or deactivate the telephone line. This is necessary for dialing a fax information service. For more information, see Chapter 3, “Sending Faxes,” in the *Facsimile Guide*.

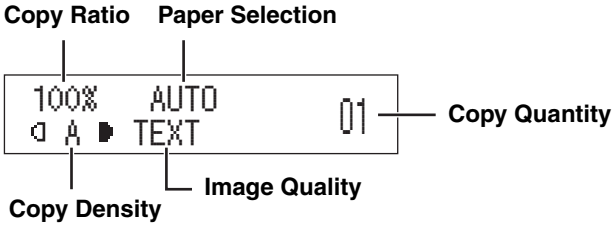
⑫ **Stamp key**

Press [Stamp] to apply a stamp on the front side of originals after they have been scanned, so that you can determine whether a document was scanned and sent.

Standby Display

The Standby display differs depending on which mode is selected.

■ Copy Mode



NOTE

For more information on specifying Copy modes, see the *Copying Guide*.

■ Fax Mode



NOTE

For more information on specifying Fax modes, see the *Facsimile Guide*.

Using the Menus and Control Panel Keys

This section provides a brief overview on how to use the control panel keys to open menus and make selections.

Using the Menus

The machine employs a menu system that you can use to register important information or set up important features. Follow the procedure below to display and operate these menus.

IMPORTANT

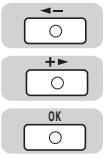
If the Auto Clear mode is set and you do not press a key or operate the machine for a specified period of time, the machine will return to the Standby display automatically. You will have to start the procedure from the beginning.



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

The Additional Functions menu appears.



2 Press [◄—] or [+►] to display the desired menu item → press [OK].

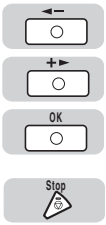
```
ADD. FUNCTIONS          COMMON SETTINGS
 1.COMMON SETTINGS   →   1.DEFAULT SETTINGS
```

There are nine Additional Functions menu items.

```
ADD. FUNCTIONS          ADD. FUNCTIONS
 1.COMMON SETTINGS   ↔   9.SYSTEM SETTINGS
```

NOTE

Displaying menu items by pressing [◄—] or [+►] is rotational. For example, if you press [◄—] when the first menu item is displayed, the menu rotates to the last menu item. Also, if you press [+►] when the last menu item is displayed, the menu rotates to the first menu item.



3 Press [◄–] or [+ ►] to browse through the menu items → press [OK] to go to the next menu level.

4 Press [Stop] to return to the Standby display.

NOTE

If you do not press a key for two minutes, the machine automatically returns to the Standby display. For more information on the Auto Clear Time mode, see "Auto Clear Time," on p. 5-42.

Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch.

How to Turn ON the Main Power

This section explains how to turn ON the main power.

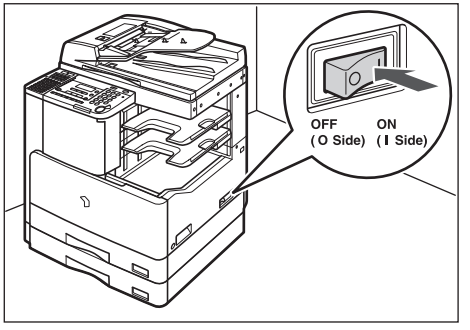
1 Make sure that the power plug is firmly inserted into the power outlet.

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

2 Press the main power switch to ON ("I" side). The main power switch is located on the right side of the machine.

If you want to turn the main power OFF, first turn the control panel power switch OFF, and then press the main power switch to the "◯" side.

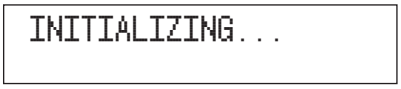


The main power indicator on the control panel lights when the main power is turned ON.

IMPORTANT

If the main power indicator does not light, make sure that the power plug is firmly inserted into the power outlet.

3 The screen shown below is displayed until the machine is ready to scan.



If a message is displayed on the LCD display, proceed to step 4.

The machine is ready to scan in approximately 8 seconds (at a room temperature of 68°F) after the screen above appears.

The screen below is displayed when the machine is ready to scan.



IMPORTANT

- If you turn OFF the main power, wait at least 10 seconds before turning the main power back ON.
- Do not turn the main power OFF if the optional Super G3 Fax Board is installed, and you want to be able to send or receive fax documents. Sending or receiving fax documents cannot be done when the main power is turned OFF.

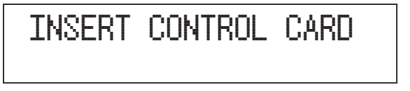
NOTE

- The default copy settings are:
  - Copy Ratio: Direct (100 %)
  - Paper Selection: Auto Paper Selection
  - Copy Density: Auto Density Control
  - Copy Quantity: 1
  - Image Quality: TEXT
  - Copy Function: 1 to 1-sided copy
- You can change the default copy settings to suit your needs. (See Chapter 3, "Customizing Settings," in the *Copying Guide*.)

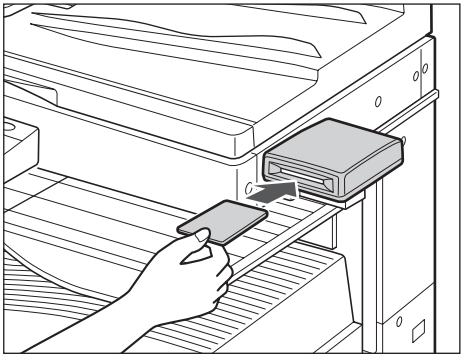
4 Press the appropriate keys in accordance with the messages displayed on the LCD display.

If there are no messages displayed, this step is unnecessary.

● **If the message <INSERT CONTROL CARD> appears:**



❑ Insert a control card into the optional Card Reader-E1.

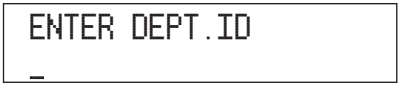


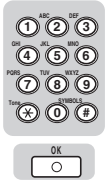
The Standby display is displayed.

NOTE

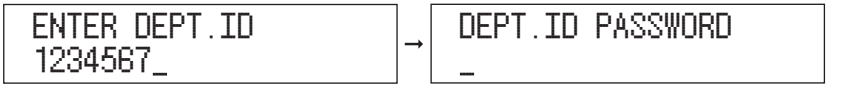
- If the optional Card Reader-E1 is not attached, this message will not appear.
- For instructions on using the optional Card Reader-E1, see "Card Reader-E1," on p. 4-16.

● **If the message <ENTER DEPT. ID> appears:**



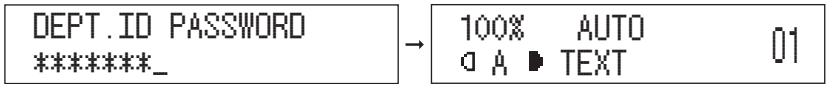


❑ Enter the Department ID using the numeric keys → press [OK].





❑ Enter the password using the numeric keys → press [OK] or [ID].



The Standby display appears.

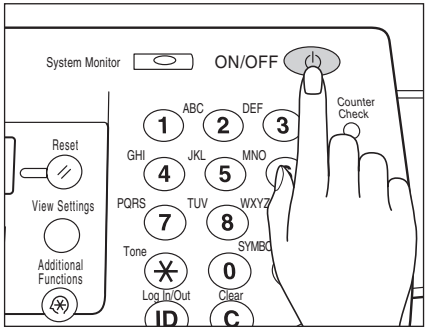
NOTE

- If Department ID Management has not been enabled, this message will not appear.
- <DEPT. ID PASSWORD> is displayed even if a password has not been set. In this case, press [OK] to return to the Standby display.
- For instructions on entering the Department ID and password, see "Entering the Department ID and Password," on p. 2-11.

Control Panel Power Switch

If the machine remains idle for a specified period of time, or if the control panel power switch is pressed, the machine enters the Sleep mode.

Press the control panel power switch to cancel the Sleep mode and resume normal machine operations.



NOTE

- The power consumption while the machine is in the Sleep mode can be set from the Additional Functions menu. (See "Energy Consumption in the Sleep Mode," on p. 5-26.)
- The machine will not enter the Sleep mode if it is scanning or printing. (See "Auto Sleep Time," on p. 5-41.)
- The machine can receive and print documents from a personal computer when it is in the Sleep mode. Fax documents can also be received while the machine is in the Sleep mode.

System Settings

It is necessary to set up the machine before using it on a network, as a printer, or with the Fax function.

To set up the machine, refer to the following guides or sections for instructions:

■ **Connecting the Machine to the Network**
See the *Network Quick Start Guide*.

■ **Setting up the Network**
See the *Network Guide*.

■ **Installing the Printer Driver**
See the *PCL Driver Guide* or *UFR II Driver Guide*.

■ **Using the Fax Function**
See the *Facsimile Guide*.

■ **Date and Time Settings**
See "Current Date and Time," on p. 5-38.

■ **System Manager Settings**
See "Specifying the System Manager Settings," on p. 6-2.

Basic Operations

2
CHAPTER

This chapter describes the main features and basic operations of the machine.

What This Machine Can Do 2-2

Overview of the imageRUNNER 2020/2016 2-4

- Specifying Settings 2-4
- Using the Sleep Mode to Conserve Power 2-5
- Restricting the Use of the Machine 2-5
- Checking, Changing, and Canceling Jobs 2-6
- Other Useful Functions 2-7

Entering Characters 2-8

- Alphanumeric Characters 2-8

Entering the Department ID and Password 2-11

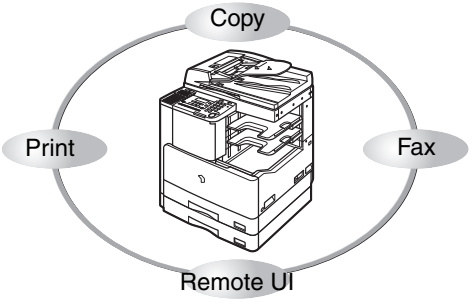
Making Prints Using the Stack Bypass 2-13

Multifunctional Operations 2-22

Available Paper Stock 2-24

What This Machine Can Do

All the elements you will ever need in a digital multitasking machine.



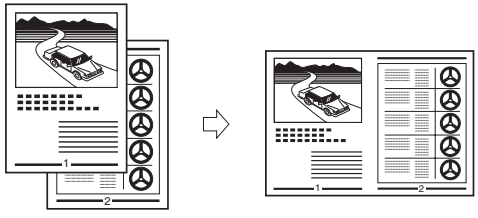
The imageRUNNER 2020/2016 incorporates a rich array of input and output features that can greatly enhance your efficiency.

Equipped with features that meet the needs of document work in a digitized office, the imageRUNNER 2020/2016 represents the ultimate in digital multitasking machines.

Copying

See the *Copying Guide*

In addition to normal copying functions, convenient new functions, such as 2 on 1 Combination, which enables you to automatically reduce two LTR originals to fit on 11" × 17" paper, and Different Size Originals for copying originals of different sizes together in one copy operation, are provided to increase your productivity.



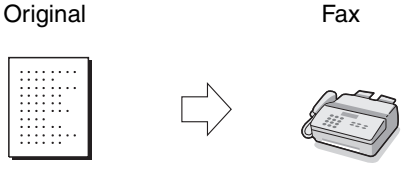
2 on 1 Combination

Faxing (optional)*

See the *Facsimile Guide*

In addition to normal facsimile functions, the machine offers you Super G3 compatibility, which enables you to transmit documents at high speeds, greatly reducing transmission costs as compared to conventional facsimile machines.

If the optional Super G3 FAX Board and Fax Driver are installed, you can send facsimiles from your computer.

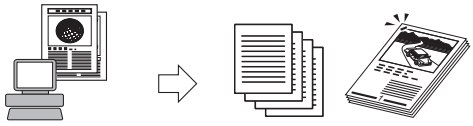


*The optional Super G3 FAX Board and Fax Panel-A1 are required.

Printing

See the *PCL/UFR II Printer Guide*

This machine uses UFR II (Ultra Fast Rendering II) Technology, which utilizes a newly invented printing algorithm to minimize file processing and achieve maximum performance. Also, if you install the optional PCL Printer Kit-J1, you can use the machine as an emulation printer of PCL5e and PCL6.



Sending data from computers

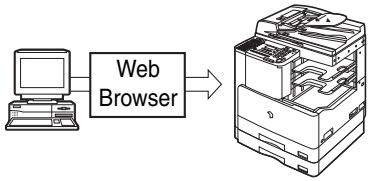
Printing

Using the Remote User Interface

See the *Remote UI Guide*

You can control functions, such as confirming the status of the machine and job operations, all from your computer's Web browser.

The imageRUNNER 2020/2016 comes standard equipped with a direct Ethernet connection interface. Once the Ethernet interface port is configured properly, the imageRUNNER 2020/2016 can be controlled and set up through the Remote UI and network. Also, you can use the Remote UI to fax from your computer using the Ethernet connection. (If the optional Super G3 FAX Board and Fax Driver are installed.) For instructions on configuring the Ethernet port, see the *Network Guide*.



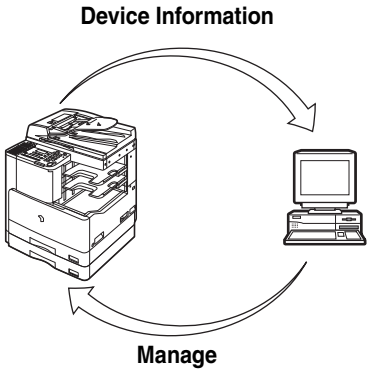
Network Interface

See the *Network Guide*

This machine can be connected to a network using Ethernet (standard equipment). Connecting to a network enables you to use utility software, including the Remote UI, NetSpot*, NetSpot Console, etc.

NetSpot enables you to manage and make various settings for the printers and copiers connected to a network from a PC. NetSpot Console enables you to perform the same operations as NetSpot, but from a Web browser.

*NetSpot and NetSpot Console can be downloaded from Canon's Web site (http://www.usa.canon.com), and they are supplied with the optional PCL Printer Kit-J1.



Overview of the imageRUNNER 2020/2016

Specifying Settings

The Additional Functions menu appears when you press (Additional Functions).

The Additional Functions menu enables you to make common settings related to many functions of the machine, as well as customize specific functions to suit your needs.

For more information on the settings not explained in this manual, see the following manuals:

- Copy Settings: The *Copying Guide*
- Fax Settings: The *Facsimile Guide*
- Printer Settings: The *PCL/UFR II Printer Guide* or *UFR II Printer Guide*
- Network Settings: The *Network Guide*



The Additional Functions Menu

NOTE

- Settings made from the Additional Functions menu are not changed even if you press (Reset).
- For instructions on customizing settings, see Chapter 5, "Customizing Settings."
- For instructions on specifying System Settings, see Chapter 6, "System Manager Settings."

Using the Sleep Mode to Conserve Power

You can conserve power efficiently by setting the Sleep mode.

You can set the machine to enter the Sleep mode manually, by pressing the control panel power switch, or specify to have the machine enter the Sleep mode at a preset time. To reactivate the machine, press the control panel power switch again.

NOTE

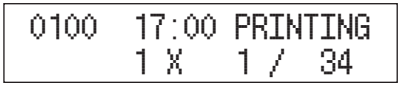
- The LCD display turns OFF when the machine enters the Sleep mode.
- The machine can continue to receive fax documents, and process or print data sent from computers even when the machine is in the Sleep mode.
- The Auto Sleep mode can be set from 3 to 30 minutes. The default setting is '5 MIN.' (See "Auto Sleep Time," on p. 5-41.)

Restricting the Use of the Machine

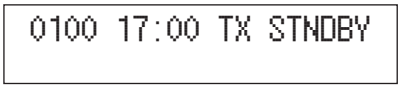
You can protect the machine from unauthorized access by setting Department IDs and passwords. These Department IDs and passwords restrict sending and copying operations from the machine.

Checking, Changing, and Canceling Jobs

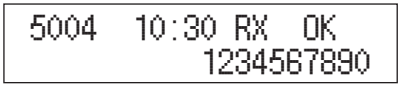
The System Monitor menu enables you to check the status of the machine, and cancel print, copy, and fax jobs.



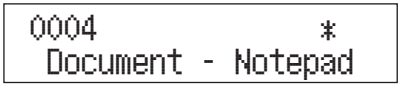
Copy Status



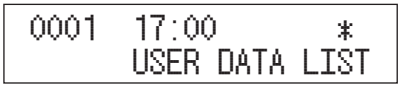
Fax Status



Fax Log



Print Status



Report Status

NOTE

- For instructions on checking the status of copy, fax, print, and report jobs, see "Checking Job Status," on p. 3-3.
- For instructions on canceling a job, see "Canceling a Job," on p. 3-5.

Other Useful Functions

Other useful functions are:

■ Auto Drawer Switching

If a paper drawer runs out of paper during printing, the machine automatically locates another paper drawer loaded with the same size paper, and begins feeding paper from that paper drawer.

NOTE

- This function can be used when the machine has two or more paper drawers. (imageRUNNER 2020 or imageRUNNER 2016 with the optional paper drawer.)
- You can set whether a paper drawer is subject to automatic paper drawer switching for each function. The default setting is 'OFF' for the stack bypass, and 'ON' for the other paper drawers. (See "Auto Paper Selection/Auto Drawer Switching," on p. 5-23.)

■ Auto Clear

If the machine is not used for a period of approximately two minutes after the last print job or a key operation is performed, the machine automatically restores the default settings.

NOTE

You can set the Auto Clear Time from 1 to 9 minutes in one minute increments. The default setting is '2 MIN.' (See "Auto Clear Time," on p. 5-42.)

Entering Characters

For screens that require alphanumeric entries, enter characters using the numeric keys on the control panel, as shown below.

When you come to a step that requires entering a name for data registration, the letter or number in the upper right corner of the LCD display tells you the entry mode.



Display	Entry Mode	What It Does
:A or :a	Text	Enables you to enter upper and lower case letters. You can also press 1 or SYMBOLS # to enter symbols.
:1	Number	Enables you to enter numbers.

Alphanumeric Characters

Example: Enter <Canon>.

Tone *

1 Press [Tone] to change the entry mode to <:A>.

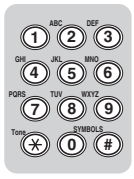
The entry mode changes every time you press Tone * (Tone), as follows:

<:A> (upper case characters), <:a> (lowercase characters), and <:1> (numeric characters).



NOTE

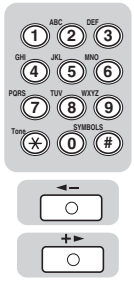
The numeric keys are clearly labeled with one number and some letters.



2 Press the appropriate numeric keys containing the characters that you want to enter.

Each key contains the upper and lower case letters for its group of letters. For example, ABC 2 contains the letters <ABCabc>. To enter a symbol, press 1 or SYMBOLS #.

Key	Characters
1	@.-_/
ABC 2	ABCabc
DEF 3	DEFdef
GHI 4	GHIghi
JKL 5	JKLjkl
MNO 6	MNOmno
PQRS 7	PQRSpqrs
TUV 8	TUVtuv
WXYZ 9	WXYZwxyz
SYMBOLS #	-.∗#!",;:^`_=/I'?$@%&+\~()[ ]{ }< >



3 Enter <Canon>.

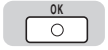
- ❑ Press ABC 2 repeatedly until an upper case <C> appears.
- ❑ Press Tone ∗ until <:a> appears.
- ❑ Press ABC 2 until you see a lower case <a>.
- ❑ Press MNO 6 until a lower case <n> appears.
- ❑ Press [+►] to move the cursor to the right → press MNO 6 until an <o> appears.
- ❑ Press [+►] to move the cursor to the right → press MNO 6 until an <n> appears.

<Canon> is displayed.

```
NAME                :a
Canon
```

NOTE

- To enter a space, press [+ ►].
- To move the cursor, press [◄ –] or [+ ►].
- If you make a mistake when entering characters, press [◄ –] or [+ ►] to position the cursor under the incorrect character → press (C) (Clear) to delete the incorrect character → enter the correct character.
- To delete all of the entered characters, press and hold (C) (Clear).
- The available entry modes, and the maximum number of characters that you can enter vary, depending on the types of entries you are making.



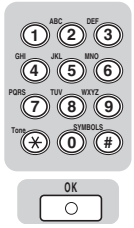
4 When you have entered all characters, press [OK].

Entering the Department ID and Password

If Department ID Management has been set, the Department ID and password must be entered before operating this machine.

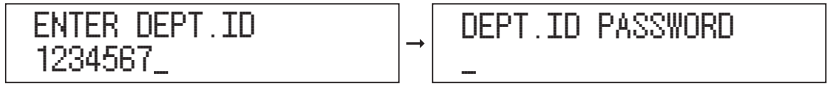
NOTE

- For instructions on setting the Department ID and password, see "Department ID Management," on p. 6-7.
- If you are using a control card for Department ID Management, the message <INSERT CONTROL CARD> appears on the LCD display. Insert the control card into the card slot. (See "Card Reader-E1," on p. 4-16.)



1 Enter your Department ID (up to seven digits) using the numeric keys → press [OK].

When you press [OK], <DEPT. ID PASSWORD> appears on the LCD display. If no password has been set, proceed to step 3.



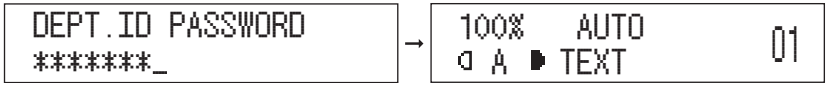
NOTE

If you make a mistake when entering the Department ID, press (C) (Clear) → enter the correct Department ID.



2 Enter the password (up to seven digits) using the numeric keys → press [OK] or [ID].

The numbers that you enter for the password are displayed as asterisks (*******).



The Standby display appears.

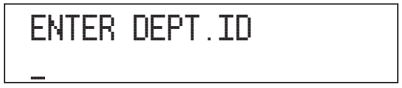
NOTE

- If the Department ID or password that you enter is incorrect, the message <ENTER AGAIN> will appear on the LCD display. Repeat this procedure from step 1.
- If you make a mistake when entering the password, press (C) (Clear) → enter the correct password.



3 When your operations are complete, press [ID].

If you are using a control card, remove the control card, and take it with you. (See "Card Reader-E1," on p. 4-16.)



The display for entering the Department ID appears.

NOTE

- To perform operations again, you have to re-enter your Department ID and password.
- If you do not press (ID) (ID) after you are finished operating the machine, any subsequent copies, scans, or prints made are added to the total of the Department ID you previously entered.
- The display for entering the Department ID and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. 5-42.)
- After pressing (ID) (ID), all settings are canceled, and the machine returns to the Standby display.

Making Prints Using the Stack Bypass

If you are making prints on transparencies, labels, nonstandard paper size stock, or envelopes, load the paper stock into the stack bypass.

IMPORTANT

- Note the following points when using the stack bypass:
  - Paper Quantity: one to 80 sheets (20 lb bond (80 g/m^2), stacked approximately 3/8" (10 mm) high)
  - Paper Size: 3 3/4" × 5 7/8" to 11 3/4" × 17" (95 mm × 148 mm to 297 mm × 432 mm)
  - Paper Weight: 17 to 32 lb bond (64 to 128 g/m^2)
  - Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the stack bypass (allowable curl amount: less than 3/8" (10 mm) for normal paper, less than 1/4" (5 mm) for heavyweight paper). There are some types of paper stock which may meet the above specifications, but cannot be fed into the stack bypass.
- Do not load different size/type paper at the same time.
- Feed label sheets one sheet at a time, and remove each sheet as it is delivered to the output tray. Loading several label sheets together may cause paper jams.
- Depending on the type of heavyweight paper you want to load, if you load multiple sheets of heavyweight paper into the stack bypass, a paper jam may occur. In this case, load only one sheet of heavyweight paper at a time.
- When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you are printing on envelopes, do not allow more than 10 envelopes to accumulate in the output tray. Always empty the output tray once 10 envelopes have accumulated.

NOTE

- For high-quality printouts, use paper recommended by Canon.
- For more information on paper types that can be used with this machine, see "Available Paper Stock," on p. 2-24.

■ Standard Size

You can select standard inch paper, or A or B series paper.

■ Free Size

You can load nonstandard paper sizes (3 3/4" × 5 7/8" to 11 3/4" × 17" (95 mm × 148 mm to 297 mm × 432 mm)).

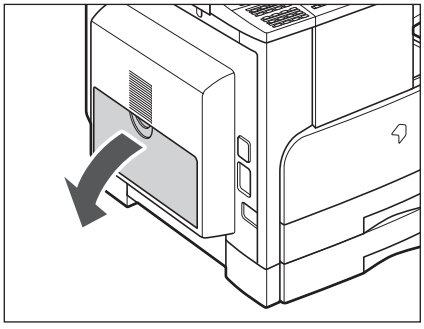
■ Envelope

The following envelopes can be loaded into the stack bypass:

- COM10: 4 1/8" × 9 1/2" (104.7 mm × 241.3 mm)
- Monarch: 3 7/8" × 7 1/2" (98.4 mm × 190.5 mm)
- DL: 4 3/8" × 8 5/8" (110 mm × 220 mm)
- ISO-C5: 6 3/8" × 9" (162 mm × 229 mm)
- ISO-B5: 7" × 9 7/8" (176 mm × 250 mm)

For more information on specific envelope types, see "Available Paper Stock," on p. 2-24.

1 Open the stack bypass.



NOTE

If the paper size you are going to load into the stack bypass is different from the paper size stored in <BYPASS STD SET> (Stack bypass standard settings), set <BYPASS STD SET> to 'OFF' in COMMON SETTINGS (from the Additional Functions menu). (See "Standard Paper for the Stack Bypass," on p. 5-30.)

● If the paper you want to specify is already loaded in the stack bypass:



❑ Press [Paper Select] repeatedly until the indicator for the stack bypass lights.

❑ Proceed to step 4.

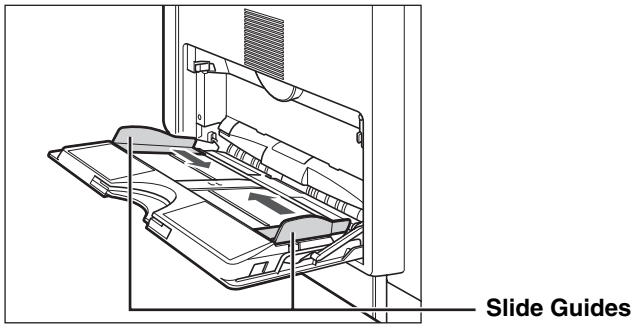
● **If the paper loaded in the stack bypass is not the paper that you want to specify:**

❑ Check to see if any job is reserved. (See "Checking Job Status," on p. 3-3.)

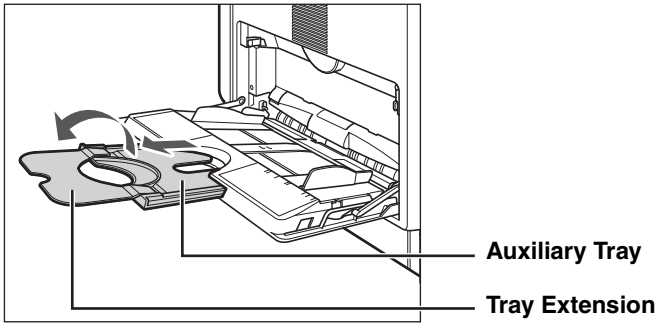
If there is a current or reserved job, you can reserve a change of paper for the stack bypass. (See Chapter 1, "Basic Copying Features," in the *Copying Guide*.)

If there is no reserved job, remove any paper remaining in the stack bypass → continue the procedure from step 2.

2 Adjust the slide guides to match the size of the paper.

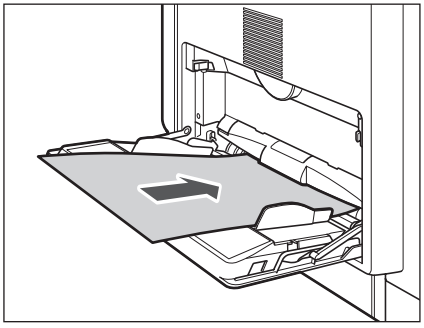


If you are feeding large size paper, pull out the auxiliary tray, and extend the tray extension.

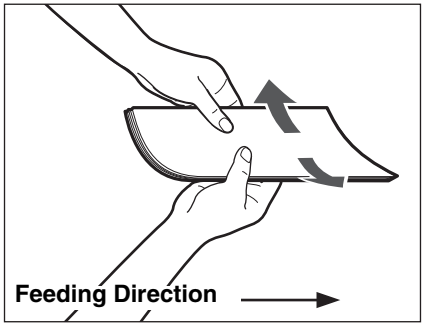


3 Load the paper into the stack bypass.

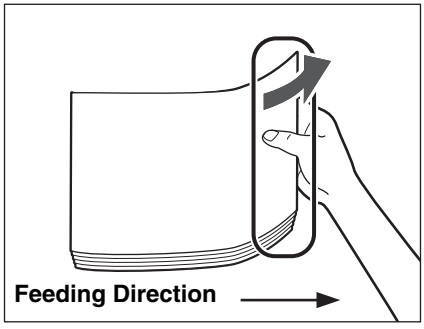
Make sure that the height of the paper stack does not exceed the loading limit mark (▽).



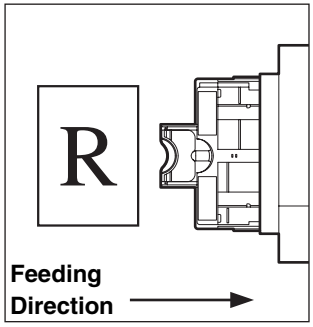
When you use the stack bypass to make copies, straighten out curled paper prior to use, as shown below. Curled paper may cause a paper jam.



If there is difficulty in straightening out curled paper, curl the front edges of the paper upward, as shown below.



To print on the back side of preprinted paper, load the preprinted paper face up into the stack bypass, as shown in the illustration below.



When copying on the back side of a preprinted sheet.

IMPORTANT

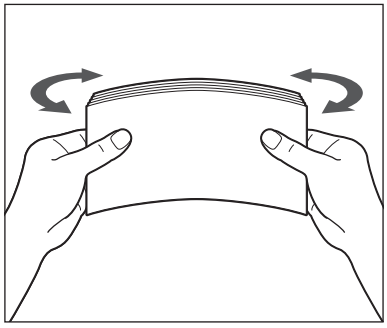
- When loading paper into the stack bypass, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.
- If you are printing on heavyweight paper or envelopes using the stack bypass, remove the paper or envelopes, curl their feeding edges upward approximately 1/8" (3 mm), and then reload the paper or envelopes. Curling the feeding edges enables the rollers to grip the paper or envelopes as they are fed into the stack bypass.

NOTE

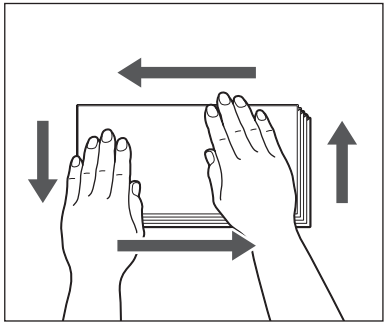
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the stack bypass, the side facing down is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.

● If you are loading envelopes into the stack bypass:

❑ Take five envelopes, loosen them as shown, and then stack them together. Repeat this step five times for each set of five envelopes.



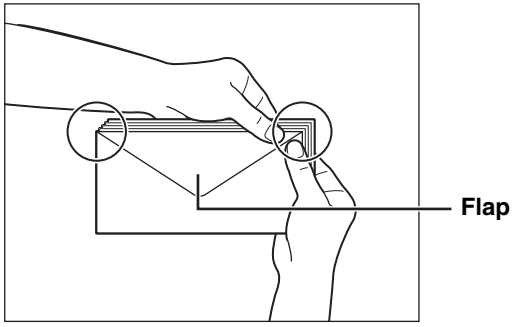
❑ Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.



IMPORTANT

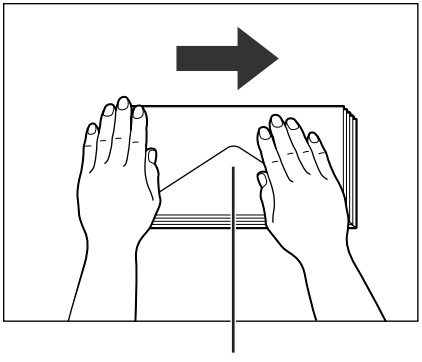
Take particular care to spread the envelopes out in the direction that they will be fed.

❑ Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

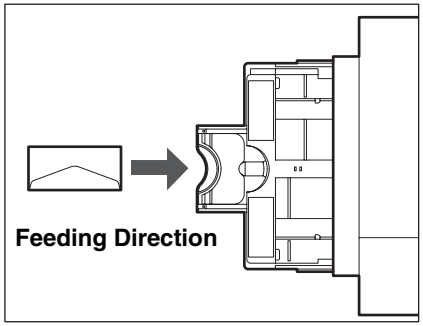


IMPORTANT

- Do not print on the back side of the envelopes (the side with the flap).
- If the envelopes become filled with air, flatten them by hand before loading them into the stack bypass.



❑ Load the envelopes, as shown below.



When Printing on the Front Side of the Envelopes

IMPORTANT

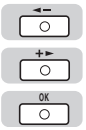
- The stack bypass can hold ten envelopes at a time.
- Envelopes may be creased in the printing process.

4 Select the desired paper size.

● If you want to select a standard paper size or an envelope type:



❑ Press [Paper Select] repeatedly until the stack bypass indicator lights.



❑ Press [◄ —] or [+ ►] until the desired paper size or envelope type appears → press [OK].

SELECT PAPER SIZE LTR	→	SELECT PAPER TYPE PLAIN PAPER

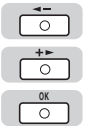
NOTE

If you select COM10, MONARCH, DL, ISO-C5, or ISO-B5 for the envelope type, <ENVELOPE> is automatically selected, and the screen for selecting the paper type will not appear.

● If you want to select a nonstandard paper size:



❑ Press [Paper Select] repeatedly until the stack bypass indicator lights.



❑ Press [◄ —] or [+ ►] until <FREESIZE> appears → press [OK].

SELECT PAPER SIZE FREESIZE	→	VERTICAL SIZE 95 MM



❑ Enter the vertical size of the paper using the numeric keys → press [OK].

The vertical size can be set from 3 3/4" to 11 3/4" (95 mm to 297 mm).

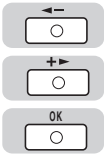
VERTICAL SIZE 95 MM	→	HORIZONTAL SIZE 148 MM



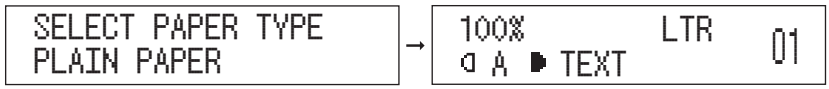
❑ Enter the horizontal size of the paper using the numeric keys → press [OK].

The horizontal size can be set from 5 7/8" to 17" (148 mm to 432 mm).

HORIZONTAL SIZE 148 MM	→	SELECT PAPER TYPE PLAIN PAPER



5 Press [◄—] or [+►] to select the desired paper type → press [OK].



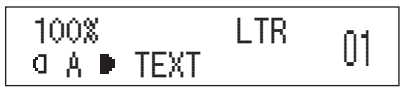
IMPORTANT

When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

NOTE

- <TRANSPARENCY> can be selected only if <LTR> is selected as the paper size.
- If you select <TRANSPARENCY> or <LABELS>, Staple in the finisher mode is ignored.
- For more information on paper types, see "Available Paper Stock," on p. 2-24.

6 Place your originals → select the desired copy settings.





7 Press [Start].

Copying starts.

NOTE

To cancel all settings and return the machine to the Standby display, press (Reset).

Multifunctional Operations

The imageRUNNER 2020/2016 offers the user many functions, such as printing, scanning, and copying, which can be used together. The following table provides you with the details of multifunctional operations.

■ How to read the table

The table on the following page indicates the availability of the operations listed in the horizontal rows when the operations listed in the vertical columns are already being performed.

Examples:

- If the machine receives print data when it is already printing documents that have been received by fax, print performance may be affected.
- You cannot scan originals for a copy job and a fax job at the same time.

■ Status Description

Receive:

- via Network: A print job is being received in memory via a network (before printing).
- via Fax: A fax job is being received in memory (before printing).
- Print Data: A print job is being received in memory via the USB port (before printing).

Send:

- via Fax: A fax job is being sent.

Print:

- Copy: A copy job is being printed.
- RX Document: A fax job is being printed.
- Print Data: A print or report job is being printed via a network or USB port.

Scan:

- Copy: A copy job is being scanned.
- via Fax: A fax job is being scanned.

√ : Available – : Unavailable

Next Jobs \ Current Jobs		Receive			Send	Print			Scan	
		via Net-work	via Fax	Print Data	via Fax	Copy	RX Docu-ment	Print Data	Copy	via Fax
Receive	via Net-work	√	√	√	√	√	√	√	√	√
	via Fax	√	–	√	–	√	√	√	√	√
	Print Data	√	√	√	√	√	√	√	√	√
Send	via Fax	√	√ *1	√	–	√	√	√	√	√ *2
Print	Copy	√	√	√	√	–	–	–	–	√
	RX Docu-ment	√	–	√	–	–	–	–	–	√
	Print Data	√	√	√	√	–	–	–	–	√
Scan	Copy	√	√	√	√	√	√	√	–	–
	via Fax	√	√ *1	√	√ *1	√	√	√	–	–

*1 You can reserve a fax job.

*2 If a fax job reserved in memory starts during Direct Sending, it will start after Direct Sending finished.

Available Paper Stock

The paper types that can be used with this machine are shown in the following table. The paper type loaded in each paper drawer can be displayed if you store that information in the machine beforehand. (See "Identifying the Type of Paper in a Paper Source," on p. 5-25.)

√: Available −: Unavailable

Paper Type	Paper Source	
	Paper Drawer (17 to 24 lb bond (64 to 90 g/m^2))	Stack Bypass (17 to 32 lb bond (64 to 128 g/m^2))
Plain[*1]	√	√
Color[*1]	√	√
Recycled[*1]	√	√
Heavy 1[*2]	√	√
Heavy 2[*3]	−	√
Heavy 3[*4]	−	√
Bond[*5]	√	√
Transparency[*6]	−	√
Envelopes	−	√
Labels	−	√
Three Hole Punch Paper[*7]	√	√

*1 From 17 lb to 20 lb bond (64 g/m^2 to 80 g/m^2).

*2 From 20 lb to 24 lb bond (81 g/m^2 to 90 g/m^2).

*3 From 24 lb to 28 lb bond (91 g/m^2 to 105 g/m^2).

*4 From 28 lb to 32 lb bond (106 g/m^2 to 128 g/m^2).

*5 From 20 lb to 24 lb bond (75 g/m^2 to 90 g/m^2).

*6 Use only LTR transparencies made especially for this machine.

*7 Only LTR paper can be used.

IMPORTANT

It is recommended not to use the paper with anything printed on the back.

√: Available −: Unavailable

Paper Size		Width x Length	Paper Source		
			Paper Drawer 1	Paper Drawers 2, 3, 4	Stack Bypass
11" × 17"		11" × 17"	√	√	√
LGL		8 1/2" × 14"	√	√	√
LTR		8 1/2" × 11"	√	√	√
LTRR		11" × 8 1/2"	√	√	√
STMT		8 1/2" × 5 1/2"	√	√	√
STMTR		5 1/2" × 8 1/2"	−	−	√
EXEC		7 1/4" × 10 1/2"	−	−	√
Envelope	**COM 10**	4 1/8" × 9 1/2" (104.7 mm × 241.3 mm)	−	−	√
	Monarch	3 7/8" × 7 1/2" (98.4 mm × 190.5 mm)	−	−	√
	DL	4 3/8" × 8 5/8" (110 mm × 220 mm)	−	−	√
	ISO-B5	7" × 9 7/8" (176 mm × 250 mm)	−	−	√
	ISO-C5	6 3/8" × 9" (162 mm × 229 mm)	−	−	√
Free Size		3 3/4" × 5 7/8" to 11 3/4" × 17" (95 mm × 148 mm to 297 mm × 432 mm)	−	−	√

NOTE

- For instructions on loading paper, see the following sections:
  - Paper Drawers: "Loading Paper," on p. 7-2
  - Stack Bypass: "Making Prints Using the Stack Bypass," on p. 2-13
- Paper drawers 2, 3, and 4 are optional for the imageRUNNER 2016, and paper drawers 3 and 4 are optional for the imageRUNNER 2020.

Checking and Canceling a Job

3
CHAPTER

This chapter describes how to check the counter, and how to use the System Monitor screen to confirm/cancel copy, fax, and print jobs.

Checking the Counter 3-2

Checking Job Status 3-3

Canceling a Job 3-5

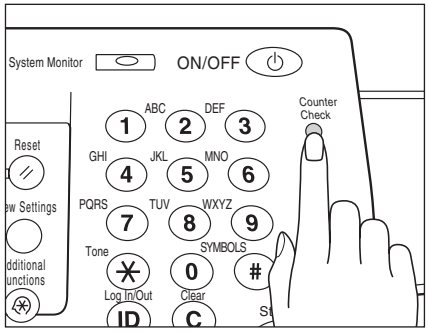
- Using the Stop Key 3-5
- Using the System Monitor Screen 3-6

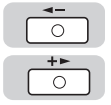
Checking the Counter

You can check counter totals of copy, fax, and print jobs.



1 Press [Counter Check] on the control panel.





2 Press [◄—] or [+►] to select the type of counter totals you want to check.

```
COUNT CHECK XXX00001
101:TOTAL  :1  :000062
```

The various counts are shown on the LCD display.

Screen Examples:

<101:TOTAL :1>: This displays the total number of output pages for all sizes of copy, fax, and print jobs.

<103:TOTAL :L>: This displays the number of large size pages (11" × 17" and free sizes) that have been used for copy, fax, and print jobs.

<201:COPY :T1>: This displays the total amount of pages that have been used for copy jobs.

<203:COPY :L>: This displays the number of large size pages (11" × 17" and free sizes) that have been used for copy jobs.



3 Press [Stop] to return to the Standby display.

Checking Job Status

When you press the System Monitor key, the job status display appears. You can check the status of copy, fax send/receive, print, or report jobs.

NOTE

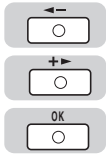
To be able to check <TX/RX LOG> from the System Monitor screen, <CHECKING THE LOG> from the <SYSTEM SETTINGS> menu must be set to 'ON'. For more information, see "Checking the TX/RX Log," on p. 6-30.



1 Press [System Monitor].

```
COPY STATUS
SELECT JOB TO CANCEL
```

The System Monitor screen appears on the LCD display.



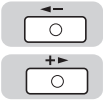
2 Press [◄–] or [+►] to select the job you want to check → press [OK].

You can select <COPY STATUS>, <RX/TX STATUS>, <TX/RX LOG>, <PRINT STATUS>, or <REPORT STATUS>.

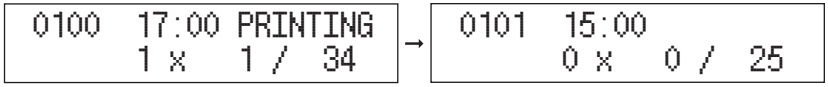
```
COPY STATUS                →  0100  17:00 PRINTING
SELECT JOB TO CANCEL              1 X   1 /  34
```

NOTE

- The Fax function is available only if the optional Super G3 FAX Board is installed.
- To check the status of print jobs sent from a computer, see the *PCL/UFR II Printer Guide* or *UFR II Printer Guide*.



3 Press [◄–] or [+ ►] to scroll through the list of jobs.



The current job is displayed first.



4 Press [Stop] to return to the Standby display.

Canceling a Job

You can cancel a job in two ways: using the Stop key and using the System Monitor screen.

NOTE

You can cancel a fax job only if the optional Super G3 FAX Board is installed.

Using the Stop Key



1 Press [Stop].

- **If you press (Stop) while scanning originals placed on the platen glass:**

```
STOP KEY PRESSED
```



❑ Press [OK].

Scanning stops, and the job is canceled.

- **If you press (Stop) while scanning originals placed in the optional feeder, or during a direct send job:**

```
STOP KEY PRESSED
PRESS OK KEY
```



❑ Press [OK].

Scanning stops, and the job is canceled.

NOTE

If you press (Stop) while the machine is scanning an original placed in the optional feeder, this may cause a paper jam. For instructions on clearing paper jams in the optional feeder, see "Feeder (DADF-P1) (Optional)," on p. 8-20.

● **If you press (Stop) after printing has started, or while a job stored in memory is being sent:**

```
CANCEL COPYING?
 < YES        NO >
```

```
CANCEL DURING TX/RX?
 < YES        NO >
```

❑ Press [◄ —] to select <YES>.

If you do not want to cancel the job, press [+ ►] to select <NO>.

You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

The job is canceled.

Using the System Monitor Screen

You can cancel a job from the System Monitor screen during printing or while it is waiting to be processed.

1 Press [System Monitor].

```
COPY STATUS
SELECT JOB TO CANCEL
```

The System Monitor screen appears.

2 Press [◄ —] or [+ ►] to select the job you want to cancel → press [OK].

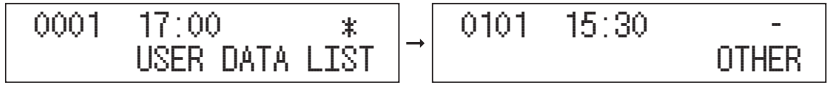
You can select <COPY STATUS>, <RX/TX STATUS>, <PRINT STATUS>, or <REPORT STATUS>.

```
REPORT STATUS          → 0001  17:00      *
SELECT JOB TO CANCEL        USER DATA LIST
```

NOTE

The Fax function is available only if the optional Super G3 FAX Board is installed.

3 Press [◄—] or [+►] to scroll through the list of jobs.



The current job is displayed first.

NOTE

- The messages and symbols displayed on the Copy Status screens are as follows:
  - <PRINTING> = Current job
  - A dash (-) = Reserved jobs
- The symbols displayed on the Report Status and Print Status screens are as follows:
  - An asterisk (*) = Current job
  - A dash (-) = Reserved jobs

4 Press [OK].



A confirmation message appears.

5 Press [◄—] to select <YES>.

Repeat steps 3 to 5 to cancel another job.

The selected job is canceled.

NOTE

- If you do not want to cancel the job, press [+►] to select <NO>.
- You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

6 Press [Stop] to return to the Standby display.

Optional Equipment

4

CHAPTER

This chapter describes the uses of optional equipment, and their special functions.

System Configuration 4-2
- Optional Equipment 4-2
- Sample System Configurations 4-4
- System Options 4-5
- Available Combination of Options 4-6

Feeder (DADF-P1) 4-8
- Parts and Their Functions 4-9

Platen Cover Type J 4-10
- Parts and Their Functions 4-10

Finisher-U1 4-11
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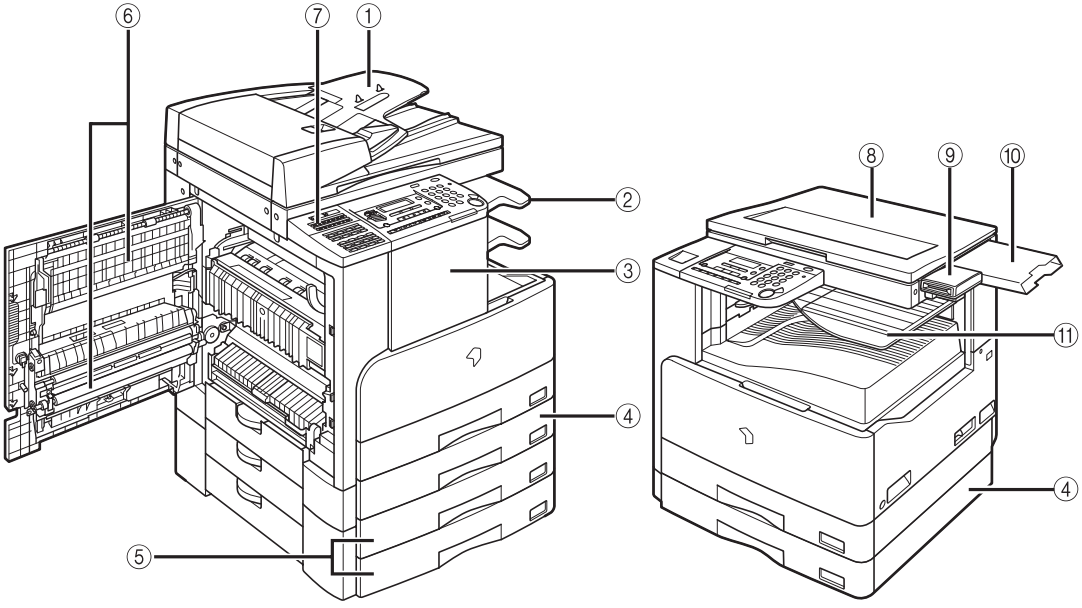
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System Configuration

This section provides you with illustrations of all the optional equipment that can be attached to the machine, and shows you examples of different system configurations.

Optional Equipment



① **Feeder (DADF-P1)**

Originals placed in the feeder are automatically fed sheet by sheet to the scanning area. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

② **Additional Finisher Tray-C1**

The Additional Finisher Tray-C1 can be attached to the optional Finisher-U1 to provide an additional paper output tray.

③ **Finisher-U1**

The Finisher-U1 is equipped with the following features: Collate, Offset, Group, and Staple.

④ **Cassette Feeding Module-J1 (For the imageRUNNER 2016 Only)**

The Cassette Feeding Module-J1 provides an additional paper source for printing jobs. The paper drawer holds up to 250 sheets of paper (20 lb bond (80 g/m^2)).

⑤ **Cassette Feeding Module-K1**

The Cassette Feeding Module-K1 provides two additional sources of paper for printing jobs. Each paper drawer holds up to 250 sheets of paper (20 lb bond (80 g/m^2)).

⑥ **Duplex Unit-A1**

The Duplex Unit-A1 enables you to use the Two-sided mode for copying or faxing.

⑦ **Fax Panel-A1 (with Super G3 FAX Board)**

The Fax Panel-A1 and Super G3 FAX Board are required to use the Fax function.

⑧ **Platen Cover Type J**

The Platen Cover Type J secures the originals placed on the platen glass.

⑨ **Card Reader-E1**

The Card Reader-E1 enables Department ID Management to be performed automatically.

⑩ **Document Tray-J1**

Located on the top right side of the machine, and can be used for originals waiting to be scanned, or that have already been scanned. You can also use the document tray for storing the manuals required for operating the machine inside.

⑪ **Inner 2 Way Tray-E1**

Prints can be delivered to both the main tray and the Inner 2 Way Tray-E1.

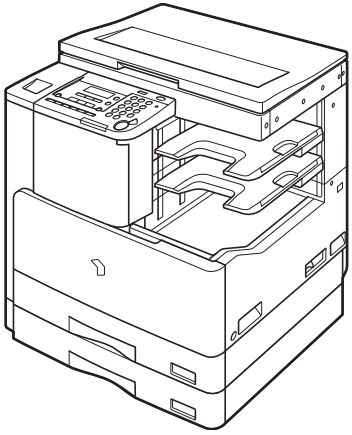
NOTE

- Either the optional Platen Glass Type J or Feeder (DADF-P1) can be attached to the main unit.
- The optional Inner 2 Way Tray-E1 cannot be used with the optional Finisher-U1 and Additional Finisher Tray-C1.

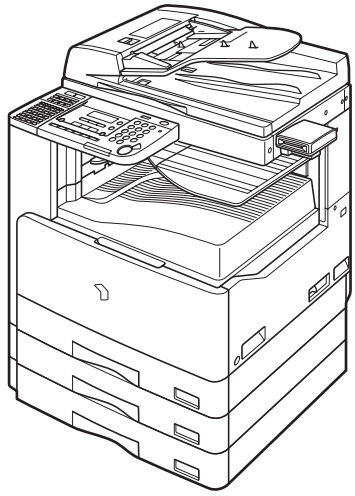
Sample System Configurations

Different optional equipment can be attached to the machine to form various system configurations. The illustrations below are only examples of some of the possible system configurations. For information on the complete range of optional equipment configurations, contact your local authorized Canon dealer.

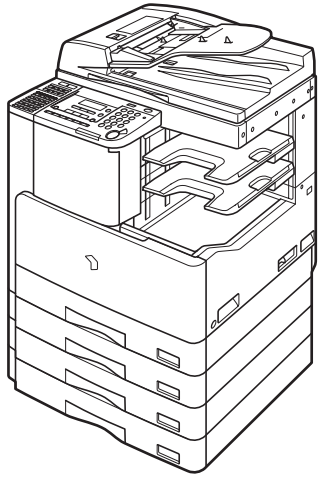
The optional Platen Cover Type J, Finisher-U1, Additional Finisher Tray-C1, and Cassette Feeding Module-J1 are attached.



The optional Fax Panel-A1 (with Super G3 FAX Board), Feeder (DADF-P1), Inner 2 Way Tray-E1, Cassette Feeding Module-K1, and Card Reader-E1 are attached.



The optional Fax Panel-A1 (with Super G3 FAX Board), Feeder (DADF-P1), Finisher-U1, Additional Finisher Tray-C1, and Cassette Feeding Module-J1 and -K1 are attached.



System Options

Installing system related optional accessories enables you to expand the functionality of the machine. This section describes the system related optional accessories and their functions.

■ PCL Printer Kit-J1

The PCL Printer Kit-J1 supports PCL5e and PCL6 emulation printing solutions.

■ Fax Panel-A1 and Super G3 FAX Board

Installing the Fax Panel-A1 and Super G3 FAX Board enables you to fax documents that have been created in applications directly from your PC via a network.

NOTE

The Canon Fax Driver is supplied with the Super G3 FAX Board, and enables you to send fax images from a computer via the machine.

Available Combination of Options

This table describes the optional equipment that is needed to use each function, the available combination of options that can be installed simultaneously, and the limitations when installing optional equipment.

Machine Function	Optional Equipment Needed	Simultaneous Installation	
		Required	Limitations
Copy Function	Platen Cover Type J or Feeder (DADF-P1)	–	The Platen Cover Type J and Feeder (DADF-P1) cannot be installed together. If only the Platen Cover Type J is attached, some functions may be unavailable.
Fax Function	Platen Cover Type J or Feeder (DADF-P1)	–	The Platen Cover Type J and Feeder (DADF-P1) cannot be installed together. If only the Platen Cover Type J is attached, some functions may be unavailable.
	Super G3 FAX Board	–	–
	Fax Panel-A1	–	–
PCL Printer Function	PCL Printer Kit-J1	–	–
Additional Copy Tray	Inner 2 Way Tray-E1	–	The Inner 2 Way Tray-E1 cannot be used with the Finisher-U1.
	Additional Finisher Tray-C1	–	The Finisher-U1 must be activated.
Collate Group Offset Staple	Finisher-U1	–	The Inner 2 Way Tray-E1 cannot be used with the Finisher-U1.

Machine Function	Optional Equipment Needed	Simultaneous Installation	
		Required	Limitations
Two-Sided Copying/ Faxing*1	Duplex Unit-A1	–	–
Department ID Management*2	Card Reader-E1	–	–
Additional Paper Supply	Cassette Feeding Module-J1 or -K1	–	Cassette Feeding Module-J1 cannot be used with the imageRUNNER 2020.

*1 When the optional Duplex Unit-A1 is installed, you can set to print received fax documents on both sides of the record paper.

*2 The Department ID Management function is a standard function in this machine. If the optional Card Reader-E1 is attached, Department ID Management is performed automatically, and you do not have to enter the Department ID and password manually. The Card Reader-E1 enables you to check the print totals and the remaining number of pages that can be printed on the LCD display.

Feeder (DADF-P1)

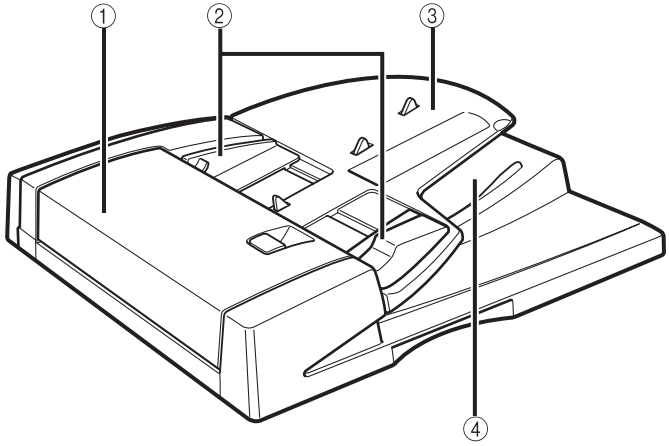
Originals placed in the feeder are automatically fed sheet by sheet to the scanning area. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

CAUTION

Do not insert your fingers into the gaps around the original supply tray, as your fingers may get caught. Also, be careful not to drop objects, such as paper clips into the gaps, as doing so may cause damage to the machine or cause it to break down.

IMPORTANT

- When using the platen glass to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder.
- If the original output area is blocked, originals may get damaged, and printing may not be performed correctly. Therefore, do not place any objects in the original output area.



① **Feeder Cover**

Open this cover to remove jammed originals.

② **Slide Guides**

Adjust the slide guides to match the width of the originals.

③ **Original Supply Tray**

Originals placed here are automatically fed sheet by sheet to the scanning area. Place originals into this tray with the surface that you want to scan face up.

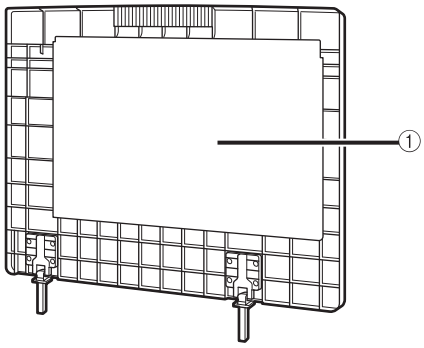
④ **Original Output Area**

Originals that have been scanned from the original supply tray are output to the original output area in the order that they are fed into the feeder.

Platen Cover Type J

The Platen Cover Type J secures originals that are placed on the platen glass for copying.

Parts and Their Functions



① **Platen Cover**

Close the platen cover to secure originals that have been placed on the platen glass.

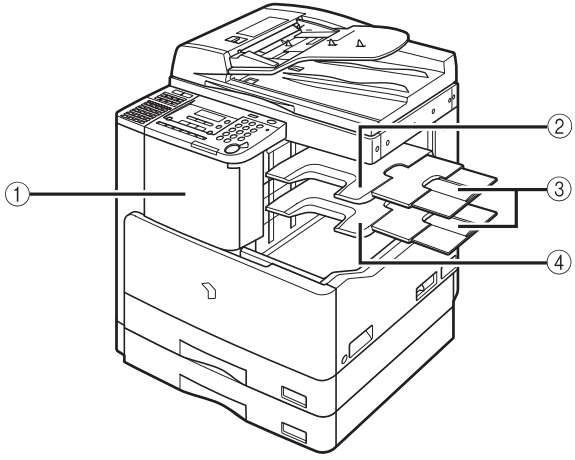
Finisher-U1

The Finisher-U1 is equipped with the following modes: Collate, Group, Offset, and Staple. (See "Finishing Modes," on p. 4-12.)

IMPORTANT

The Finisher-U1 cannot be installed with the optional Inner 2 Way Tray-E1.

Parts and Their Functions



① Front Cover of the Finisher-U1

Open this cover to replace the staple cartridge in the stapler unit, or to clear a staple jam. For instructions on replacing the staple cartridge, see "Replacing the Staple Cartridge," on p. 7-20. For instructions on clearing a staple jam, see "Clearing Staple Jams," on p. 8-32.

② Additional Finisher Tray-C1

The Additional Finisher Tray-C1 can be attached to the optional Finisher-U1 to provide an additional paper output tray.

③ Auxiliary Tray

If you are printing on large size paper, such as 11" × 17", LGL, or LTRR, pull out the auxiliary tray.

④ Output Tray

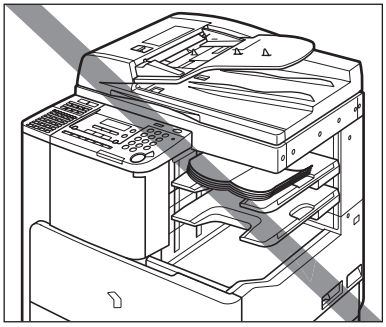
Prints are output to this tray.

Finishing Modes

The Finisher-U1 is equipped with the following finishing modes.

CAUTION

- **Do not place anything other than output paper in the trays of the finisher, as this may damage the trays.**
- **Do not place anything under the trays of the finisher, as this may damage the trays.**



NOTE

If the Collate or Group mode is set, the output tray moves downward as the stack of paper that is output increases in quantity and thickness. Once the output tray has reached its stacking limit, printing stops temporarily. Remove all of the prints from the output tray, and printing resumes.

■ Collate Mode

The prints are automatically collated into sets arranged in page order.

■ Group Mode

All prints of the same original page are grouped together.

■ Offset Mode

The print output is shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation, depending on the orientation of your originals. For example, if you place LTRR originals, the paper is output and shifted in the horizontal direction. If you place LTR originals, the paper is output and shifted in the vertical direction.

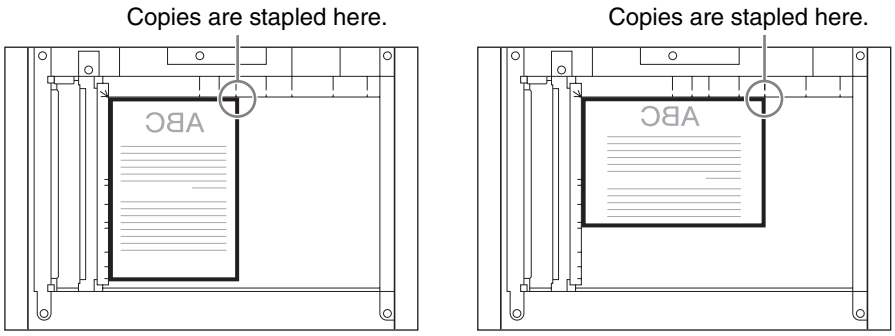
IMPORTANT

You can offset 11" × 17", LGL, LTR, or LTRR paper.

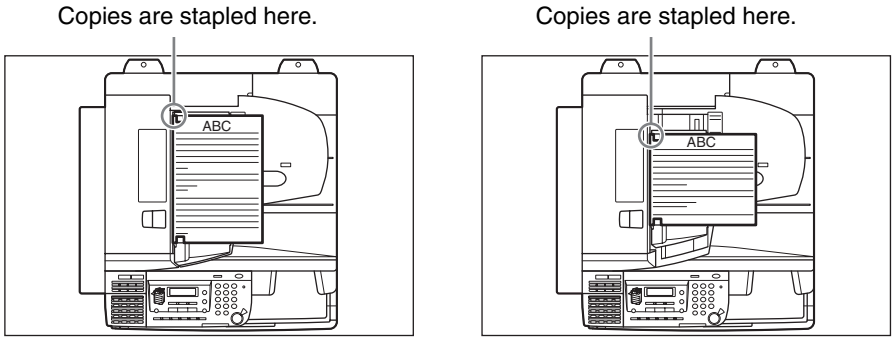
■ Staple Mode

The prints are automatically collated into sets arranged in page order and stapled. Prints are stapled in the following places:

- If an original is placed on the platen glass:

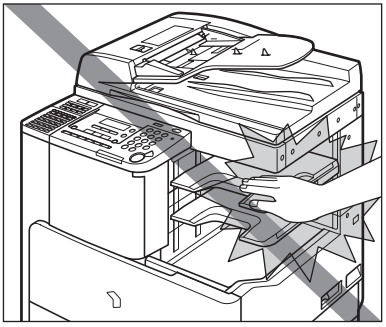


- If originals are placed in the optional feeder:



CAUTION

Do not place your hand in the part of the tray where stapling is performed if a finisher is attached, as this may result in personal injury.



IMPORTANT

- If the Staple mode is set, the output tray moves downward as the stack of paper that is output increases in quantity and thickness. Once the output tray has reached its stacking limit, printing and stapling stop temporarily. Remove all of the stapled prints from the output tray, and printing and stapling resume.
- Only the following paper sizes can be stapled: 11" × 17", LGL, LTR, or LTRR.
- You cannot staple envelopes, transparencies, or labels.
- Do not pull copies or prints out of the output area while they are being stapled. Remove the copies or prints after they are output to the output tray.

NOTE

- The maximum number of sheets, including cover sheets, that can be stapled together is as follows (only 17 to 20 lb bond (64 to 80 g/m^2) paper can be used for the main document, and 17 to 32 lb bond (64 to 128 g/m^2) paper can be used for the cover page):
  - LTR
    50 sheets (17 to 20 lb bond (64 to 80 g/m^2))
  - 11" × 17", LGL, LTRR
    30 sheets (17 to 20 lb bond (64 to 80 g/m^2))
- If the machine stops while stapling and the message <OUT OF STAPLES/REPLACE STAPLE CART.> appears, all of the staples have been used, and the staple cartridge must be replaced. (See "Replacing the Staple Cartridge," on p. 7-20.)

Inner 2 Way Tray-E1

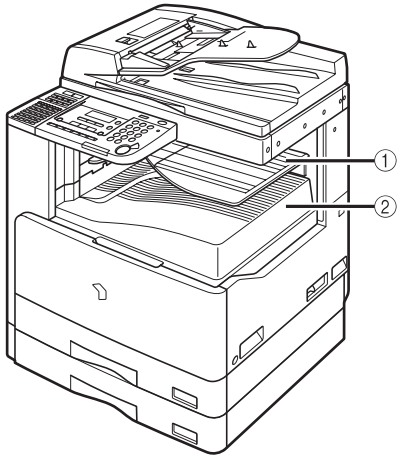
If you attach the Inner 2 Way Tray-E1 to the machine, prints can be delivered to both the main tray and the Inner 2 Way Tray-E1.

When the Inner 2 Way Tray-E1 is attached to the machine, only the Collate mode is available. Prints are automatically collated into sets arranged in page order before they are delivered to the Inner 2 Way Tray-E1.

IMPORTANT

If the optional Finisher-U1 is attached, the Inner 2 Way Tray-E1 cannot be attached.

Parts and Their Functions



① **Inner 2 Way Tray (Tray A)**
Prints are output to this tray.

② **Main Output Tray (Tray B)**
Prints are output to this tray.

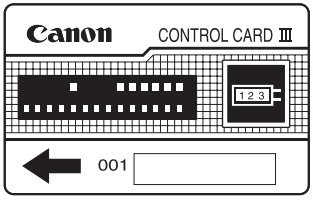
Card Reader-E1

If the Card Reader-E1 is attached to the machine, you must insert a control card to operate it. The Card Reader-E1 performs Department ID Management automatically.

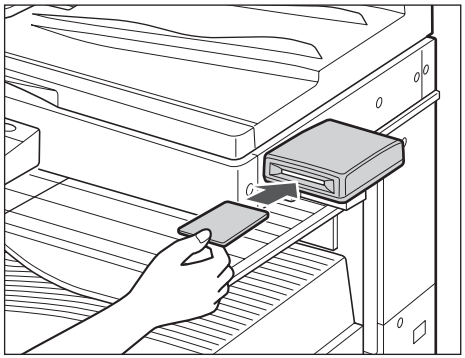
NOTE

- If the Standby display does not appear when the control card is inserted, make sure that:
  - The control card is inserted in the correct direction.
  - The control card is inserted as far as it can go.
  - An unusable control card is not inserted. (For example, cards which are damaged or cards prohibited from use.)
- Insert a usable control card correctly.
- For instructions on turning the power ON, see "Main Power and Control Panel Power," on p. 1-20.
- If the Card Reader-E1 is attached, only the type of card shown below can be used. An optical type card can manage up to 300 departments.

Optical Type Card



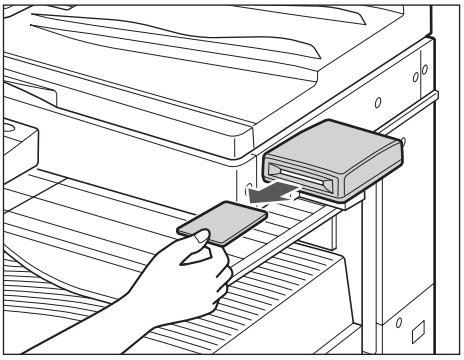
1 **Insert the control card into the card slot, making sure that it is facing in the correct direction.**



The Standby display appears.



1 After you finish using the machine, remove the control card.



The LCD display returns to the screen for inserting the control card.



IMPORTANT

- Once you have removed the control card, you cannot operate the machine until the control card is inserted again.
- The control card must remain inserted until copying is complete.

Department ID Management

This section describes how to change the password and page limit, and how to check the print totals when a control card is being used.

NOTE

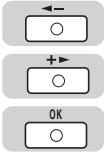
- The maximum number of digits that you can store for the password is seven. If you enter fewer than seven digits, the machine stores the password with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.
- You can set the page limit from 0 to 999,999 pages.

Changing the Password and Page Limit



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

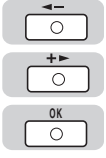


2 Press [◄–] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

```
ADD. FUNCTIONS          →   SYSTEM SETTINGS
 9.SYSTEM SETTINGS          1.SYS. MANAGER INFO
```

The <SYSTEM SETTINGS> menu appears.



3 Press [◄–] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

```
SYSTEM SETTINGS         →   MANAGE DEPT. ID
 3.MANAGE DEPT. ID                      ON
```

The <MANAGE DEPT. ID> menu appears.

4 **Press [◄—] or [+►] until <REGISTER DEPT. ID> appears → press [OK].**

MANAGE DEPT. ID 1.REGISTER DEPT. ID	→	REGISTER DEPT. ID 0001: 0000001

5 **Press [◄—] or [+►] to display the Department ID whose password and page limit you want to change → press [OK].**

REGISTER DEPT. ID 0001: 0000001	→	REGISTER DEPT. ID 0000001

NOTE

Press and hold down [◄—] or [+►] to quickly and continuously scroll through the registered Department IDs. Continuous scrolling is useful when a large number of Department IDs are registered.

6 **Press [OK].**

REGISTER DEPT. ID 0000001	→	REGISTER DEPT. ID 1.PASSWORD

7 **Press [◄—] or [+►] until <PASSWORD> appears → press [OK].**

REGISTER DEPT. ID 1.PASSWORD	→	PASSWORD 0000123

8 **Press [Clear] to clear the current password.**

PASSWORD 0000123	→	PASSWORD 0000000



9 Enter the new password (up to seven digits) using the numeric keys → press [OK].

You cannot store a password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

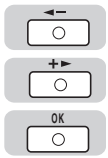
Example: If <02> or <002> is entered, <0000002> is stored.

PASSWORD 1234567	→	REGISTER DEPT. ID 2.PAGE LIMIT SET.

The new password is stored.

NOTE

- If you make a mistake when entering the password, press (C) (Clear) to clear the password → enter the correct password.
- You cannot change the Department ID.

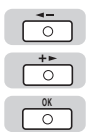


10 Press [◄—] or [+►] until <PAGE LIMIT SET.> appears → press [OK].

REGISTER DEPT. ID 2.PAGE LIMIT SET.	→	PAGE LIMIT SET. 1.TOTAL PRINT

11 Select the desired function.

● If you want to change a restriction for the total number of prints and copies:

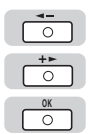


❑ Press [◄—] or [+►] until <TOTAL PRINT> appears → press [OK].

PAGE LIMIT SET. 1.TOTAL PRINT	→	TOTAL PRINT 1.RESTRICT TOTAL

NOTE

<TOTAL PRINT> is the sum of <COPY LIMIT> and <PRINT LIMIT>.



❑ Press [◄—] or [+►] until <PAGE TOTALS> appears → press [OK].

TOTAL PRINT 2.PAGE TOTALS	→	PAGE TOTALS 001000



❑ Press [Clear] to clear the current number of page limit restriction.

PAGE TOTALS 001000	→	PAGE TOTALS 000000

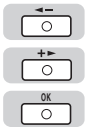


❑ Enter the maximum number of copies and prints that can be made by the registered Department ID using the numeric keys → press [OK].

PAGE TOTALS 001200	→	PAGE LIMIT SET. 2.COPY

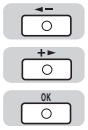
The Total Print Limit is changed.

● **If you want to change a page limit restriction for copying:**



❑ Press [◄—] or [+►] until <COPY> appears → press [OK].

PAGE LIMIT SET. 2.COPY	→	COPY 1.RESTRICT COPY



❑ Press [◄—] or [+►] until <COPY LIMIT> appears → press [OK].

COPY 2.COPY LIMIT	→	COPY LIMIT 005000



❑ Press [Clear] to clear the current number of page limit restriction.

COPY LIMIT 005000	→	COPY LIMIT 000000



❑ Enter the maximum number of pages that can be copied by the registered Department ID using the numeric keys → press [OK].

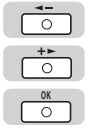
COPY LIMIT 004500	→	PAGE LIMIT SET. 3.SCAN

The Copy Limit is changed.

● **If you want to change a page limit restriction for scanning:**

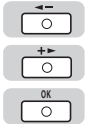
IMPORTANT

<SCAN> is displayed only if the optional Super G3 FAX Board is installed.



❑ Press [◄—] or [+►] until <SCAN> appears → press [OK].

PAGE LIMIT SET. 3.SCAN	→	SCAN 1.RESTRICT B&W SCAN



❑ Press [◄—] or [+►] until <SCAN LIMIT> appears → press [OK].

SCAN 2.SCAN LIMIT	→	SCAN LIMIT 005000



❑ Press [Clear] to clear the current number of page limit restriction.

SCAN LIMIT 005000	→	SCAN LIMIT 000000	

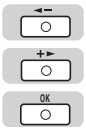


❑ Enter the maximum number of pages that can be scanned by the registered Department ID using the numeric keys → press [OK].

SCAN LIMIT 004500	→	PAGE LIMIT SET. 4.PRINT	

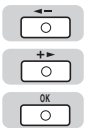
The Scan Limit is changed.

● If you want to change a page limit restriction for printing:



❑ Press [◄—] or [+►] until <PRINT> appears → press [OK].

PAGE LIMIT SET. 4.PRINT	→	PRINT 1.RESTRICT PRINT	



❑ Press [◄—] or [+►] until <PRINT LIMIT> appears → press [OK].

PRINT 2.PRINT LIMIT	→	PRINT LIMIT 000500	



❑ Press [Clear] to clear the current number of page limit restriction.

PRINT LIMIT 000500	→	PRINT LIMIT 000000	



❑ Enter the maximum number of pages that can be printed by the registered Department ID using the numeric keys → press [OK].

PRINT LIMIT 010000	→	REGISTER DEPT. ID 3.ERASE	

The Print Limit is changed.

IMPORTANT

- The machine stops sending a fax if the Scan Limit is reached while faxing a document directly to the recipient.
- The machine stops scanning if the Scan Limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)

NOTE

- If you make a mistake when entering a number, press (C) (Clear) to clear the number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.



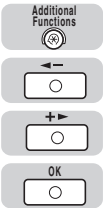
12 Press [Stop] to return to the Standby display.

NOTE

For instructions on entering the Department ID and password, see "Entering the Department ID and Password," on p. 2-11.

Checking Counter Information

You can check the page counts on the control card you are currently using.

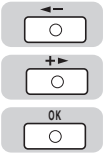


1 Press [Additional Functions] → [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Changing the Password and Page Limit," on p. 4-19.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

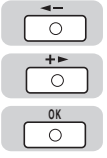
The <SYSTEM SETTINGS> menu appears.



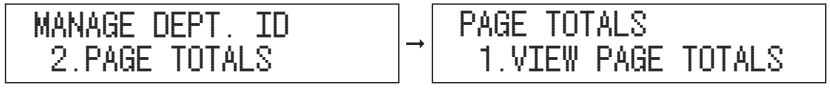
2 Press [◄—] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

If necessary, see the screen shots in step 3 of "Changing the Password and Page Limit," on p. 4-19.

The <MANAGE DEPT. ID> menu appears.



3 Press [◄—] or [+►] until <PAGE TOTALS> appears → press [OK].



The <PAGE TOTALS> menu appears.

4 Press [◄–] or [+►] until <VIEW PAGE TOTALS> appears → press [OK].

PAGE TOTALS 1.VIEW PAGE TOTALS	→	VIEW PAGE TOTALS 1.TOTAL PRINT

5 Select the desired function.

● If you want to view the counter information for prints and copies:

❑ Press [◄–] or [+►] until <TOTAL PRINT> appears → press [OK].

VIEW PAGE TOTALS 1.TOTAL PRINT	→	TOTAL PRINT 1234567 500

NOTE
<TOTAL PRINT> is the sum of <COPY LIMIT> and <PRINT LIMIT>.

❑ Press [◄–] or [+►] to display the desired Department ID → check the counter information → proceed to step 6.

TOTAL PRINT 1234567 500	→	TOTAL PRINT 2222222 100

NOTE
Press and hold down [◄–] or [+►] to quickly and continuously scroll through the registered Department IDs. Continuous scrolling is useful when a large number of Department IDs are registered.

● If you want to view the counter information for copies:

❑ Press [◄–] or [+►] until <COPY> appears → press [OK].

VIEW PAGE TOTALS 2.COPY	→	COPY 1234567 500

❑ Press [◄–] or [+►] to display the desired Department ID → check the counter information → proceed to step 6.

COPY 1234567 500	→	COPY 2222222 100

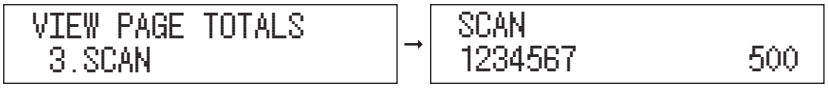
NOTE
Press and hold down [◄–] or [+►] to quickly and continuously scroll through the registered Department IDs. Continuous scrolling is useful when a large number of Department IDs are registered.

● **If you want to view the counter information for fax document scans:**

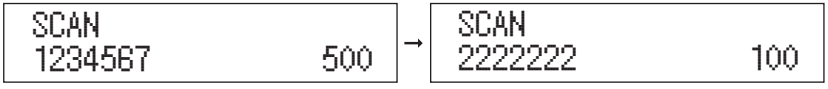
IMPORTANT

<SCAN> is displayed only if the optional Super G3 FAX Board is installed.

❑ Press [◄–] or [+ ►] until <SCAN> appears → press [OK].



❑ Press [◄–] or [+ ►] to display the desired Department ID → check the counter information → proceed to step 6.

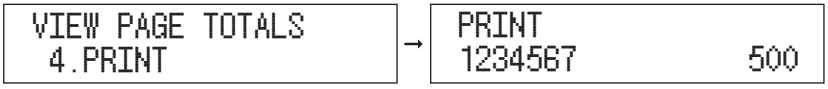


NOTE

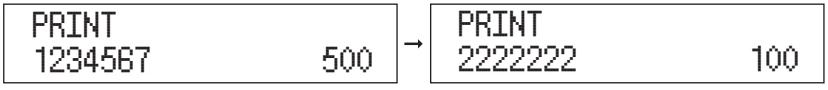
Press and hold down [◄–] or [+ ►] to quickly and continuously scroll through the registered Department IDs. Continuous scrolling is useful when a large number of Department IDs are registered.

● **If you want to view the counter information for prints:**

❑ Press [◄–] or [+ ►] until <PRINT> appears → press [OK].



❑ Press [◄–] or [+ ►] to display the desired Department ID → check the counter information → proceed to step 6.



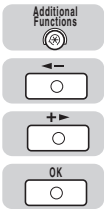
NOTE

Press and hold down [◄–] or [+ ►] to quickly and continuously scroll through the registered Department IDs. Continuous scrolling is useful when a large number of Department IDs are registered.

6 Press [Stop] to return to the Standby display.

Printing Counter Information

You can print a list of how many papers were used by each department.

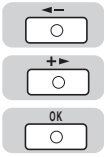


1 Press [Additional Functions] → [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Changing the Password and Page Limit," on p. 4-19.

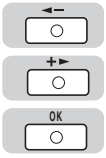
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

The <SYSTEM SETTINGS> menu appears.



2 Press [◄—] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

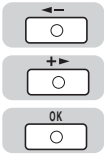
If necessary, see the screen shots in step 3 of "Changing the Password and Page Limit," on p. 4-19.



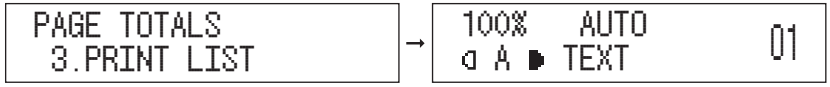
3 Press [◄—] or [+►] until <PAGE TOTALS> appears → press [OK].

If necessary, see the screen shots in step 3 of "Checking Counter Information," on p. 4-24.

The <PAGE TOTALS> menu appears.



4 Press [◄—] or [+►] to select <PRINT LIST> → press [OK].



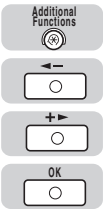
Printing starts, and the screen automatically returns to the Standby display.

NOTE

The counter information can be printed only if 11" × 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'ON' when you select 'OTHER' for a paper source in Drawer Eligibility For APS/ADS in COMMON SETTINGS (from the Additional Functions menu). (See "Auto Paper Selection/Auto Drawer Switching," on p. 5-23.)

Clearing Page Totals

You can clear the page totals made for all departments or for specific departments.

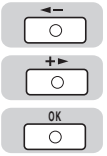


1 Press [Additional Functions] → [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Changing the Password and Page Limit," on p. 4-19.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

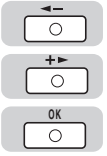
The <SYSTEM SETTINGS> menu appears.



2 Press [◄—] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

If necessary, see the screen shots in step 3 of "Changing the Password and Page Limit," on p. 4-19.

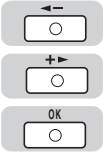
The <MANAGE DEPT. ID> menu appears.



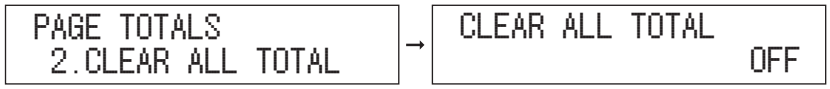
3 Press [◄—] or [+►] until <PAGE TOTALS> appears → press [OK].

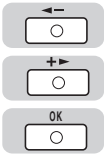
If necessary, see the screen shots in step 3 of "Checking Counter Information," on p. 4-24.

The <PAGE TOTALS> menu appears.



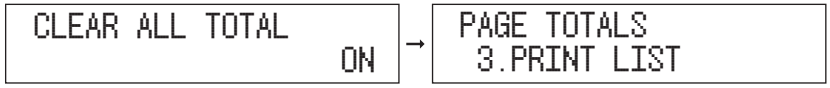
4 Press [◄—] or [+►] until <CLEAR ALL TOTAL> appears → press [OK].





5 Press [◄—] or [+►] to select <ON> → press [OK].

If you do not want to clear the page totals, select <OFF>.



The page totals are cleared.



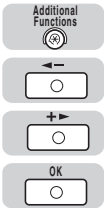
6 Press [Stop] to return to the Standby display.

Accepting Print Jobs with Unknown IDs

You can specify whether to accept or reject print jobs from computers that do not correspond with a registered Department ID.

NOTE

The default setting is 'ON'.

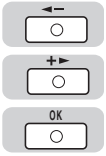


1 Press [Additional Functions] → [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Changing the Password and Page Limit," on p. 4-19.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

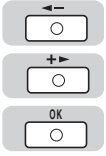
The <SYSTEM SETTINGS> menu appears.



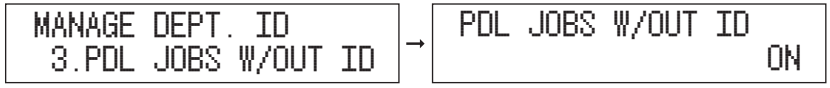
2 Press [◄—] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

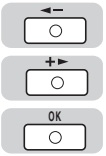
If necessary, see the screen shots in step 3 of "Changing the Password and Page Limit," on p. 4-19.

The <MANAGE DEPT. ID> menu appears.

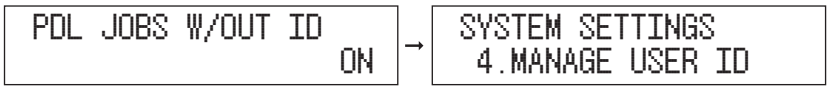


3 Press [◄—] or [+►] until <PDL JOBS W/OUT ID> appears → press [OK].





4 Press [◄—] or [+►] to select <ON> or <OFF> → press [OK].



Details of each item are shown below.

<ON>: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

<OFF>: The machine does not accept print jobs from computers that do not correspond with a registered Department ID, and you must insert a control card to operate the machine.

The selected mode is set.



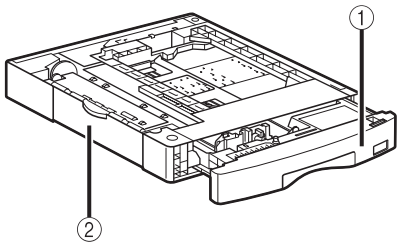
5 Press [Stop] to return to the Standby display.

Cassette Feeding Module-J1/K1

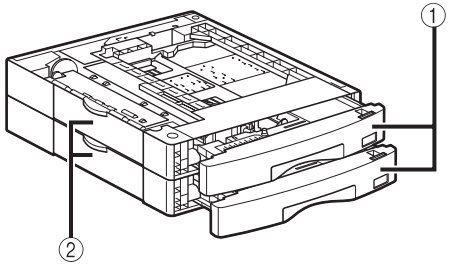
If you attach the Cassette Feeding Module-J1 (available only for the imageRUNNER 2016), you have one additional paper source for print jobs. If you attach the Cassette Feeding Module-K1 to the machine, you have two additional paper sources for print jobs. Each cassette holds up to 250 sheets (20 lb bond (80 g/m^2)) of 11" × 17", LGL, LTR, LTRR, or STMT paper.

Parts and Their Functions

Cassette Feeding Module-J1



Cassette Feeding Module-K1



① **Paper Drawers**

Each paper drawer holds up to 250 sheets of paper (20 lb bond (80 g/m^2)).

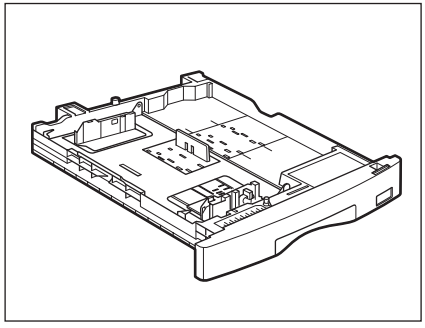
② **Paper Drawer's Left Cover**

Open this cover to remove jammed paper.

■ **FL Cassette-AC1**

This cassette can be adjusted to hold various paper sizes. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)

- Available Locations: Paper drawers 1, 2, 3, or 4
- Available Paper Sizes: 11" × 17", LGL, LTR, LTRR, or STMT



Customizing Settings

5
CHAPTER

This chapter explains how to change the machine's Common Settings and Timer Settings, customize them to suit your needs, and how to print reports.

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What Are Additional Functions?

Additional Functions enable you to customize the machine's various settings.

NOTE

Settings specified from the Additional Functions menu are never changed, even if you press (Reset).

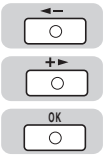
Opening the Additional Functions Menu



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

The Additional Functions menu appears.



2 Press [◄–] or [+►] until the desired menu item that you want to set or change appears → press [OK].

```
ADD. FUNCTIONS          COMMON SETTINGS
 1.COMMON SETTINGS   →   1.DEFAULT SETTINGS
```

There are nine Additional Functions menu items.

```
ADD. FUNCTIONS          ADD. FUNCTIONS
 1.COMMON SETTINGS   ↔   9.SYSTEM SETTINGS
```

NOTE

Displaying menu items by pressing [◄–] or [+►] is rotational. For example, if you press [◄–] when the first menu is displayed, the menu rotates to the last menu item. Also, if you press [+►] when the last menu item is displayed, the menu rotates to the first menu item.



3 Press [Stop] to return to the Standby display.

Additional Functions Settings Table

The following settings can be selected or stored from the Additional Functions menu. Some functions can only be used when optional equipment is attached. For more information, consult the following guides:

- Copy Settings: *Copying Guide*
- Fax Settings and Report Settings: *Facsimile Guide*
- Printer Settings and Report Settings: *PCL/UFR II Printer Guide* or *UFR II Printer Guide*
- Network Settings and Report Settings: *Network Guide*
- Remote UI Settings: *Remote UI Guide*

■ COMMON SETTINGS

Additional Functions	Settings	Applicable Page
1. DEFAULT SETTINGS**	COPY*, FAX	p. 5-15
2. AUTO CLEAR SET.	INITIAL FUNCTION*, SELECTED FUNCTION	p. 5-17
3. AUDIBLE TONES	ENTRY TONE: ON*, OFF ERROR TONE: ON*, OFF TX JOB DONE TONE**: ERROR ONLY*, ON, OFF RX JOB DONE TONE**: ERROR ONLY*, ON, OFF SCAN DONE TONE: ERROR ONLY*, ON, OFF PRINT DONE TONE: ERROR ONLY*, ON, OFF	p. 5-19
4. TONER SAVER MODE	OFF*, HIGH, LOW	p. 5-21

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ COMMON SETTINGS Table Continued

Additional Functions	Settings	Applicable Page
5. PRINTER DENSITY	1 to 9; 5*	p. 5-22
6. AUTO DRAWER SELCT	COPY: DRAWER 1: ON*, OFF DRAWER 2**: ON*, OFF DRAWER 3**: ON*, OFF DRAWER 4**: ON*, OFF STACK BYPASS: ON, OFF* PRINTER: DRAWER 1: ON*, OFF DRAWER 2**: ON*, OFF DRAWER 3**: ON*, OFF DRAWER 4**: ON*, OFF FAX**: DRAWER 1: ON*, OFF DRAWER 2**: ON*, OFF DRAWER 3**: ON*, OFF DRAWER 4**: ON*, OFF STACK BYPASS: ON, OFF* OTHER: DRAWER 1: ON*, OFF DRAWER 2**: ON*, OFF DRAWER 3**: ON*, OFF DRAWER 4**: ON*, OFF STACK BYPASS: ON, OFF*	p. 5-23

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ COMMON SETTINGS Table Continued

Additional Functions	Settings	Applicable Page
7. SELECT PAPER TYPE	DRAWER 1: PLAIN PAPER*, COLOR, RECYCLED, HEAVY PAPER 1, BOND, 3HOLE PUNCH PAPER DRAWER 2**: PLAIN PAPER*, COLOR, RECYCLED, HEAVY PAPER 1, BOND, 3HOLE PUNCH PAPER DRAWER 3**: PLAIN PAPER*, COLOR, RECYCLED, HEAVY PAPER 1, BOND, 3HOLE PUNCH PAPER DRAWER 4**: PLAIN PAPER*, COLOR, RECYCLED, HEAVY PAPER 1, BOND, 3HOLE PUNCH PAPER	p. 5-25
8. ENERGY IN SLEEP	LOW*, HIGH	p. 5-26
9. TRAY DESIGNATION**	TRAY A: COPY: ON*, OFF PRINTER: ON*, OFF FAX: ON*, OFF OTHER: ON*, OFF TRAY B: COPY: ON*, OFF PRINTER: ON*, OFF FAX: ON*, OFF OTHER: ON*, OFF	p. 5-28

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ COMMON SETTINGS Table Continued

Additional Functions	Settings	Applicable Page
10. BYPASS STD SET	ON, OFF*: PAPER SIZE: LTR*, STMTR, STMT, EXECUTIV, COM10, MONARCH, DL, ISO-C5, ISO-B5, FREESIZE, A4, A4R, A3, B4, B5R, B5, A5R, A5, 11 × 17, LGL, LTRR SELECT PAPER TYPE: PLAIN PAPER*, COLOR, RECYCLED, HEAVY PAPER 1, HEAVY PAPER 2, HEAVY PAPER 3, BOND, 3HOLE PUNCH PAPER, TRANSPARENCY, LABELS, ENVELOPE	p. 5-30
11. PAPER FEED SWITCH	STACK BYPASS: SPEED PRIORITY*, PRINT SIDE DRAWER 1: SPEED PRIORITY*, PRINT SIDE DRAWER 2**: SPEED PRIORITY*, PRINT SIDE DRAWER 3**: SPEED PRIORITY*, PRINT SIDE DRAWER 4**: SPEED PRIORITY*, PRINT SIDE	p. 5-33
12. DISPLAY LANGUAGE	ENGLISH*, FRENCH, SPANISH, PORTUGUESE	p. 5-35
13. ADF DIRTY ERROR	DISPLAY*, DO NOT DISPLAY	p. 5-36
14. INIT. COMMON SET.	ON, OFF*	p. 5-37

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ COPY SETTINGS

Additional Functions	Settings	Applicable Page
1. IMAGE DIR PRIORTY	ON, OFF*	
2. AUTO ORIENTATION	ON*, OFF	
3. STANDARD SETTINGS	IMAGE QUALITY: TEXT*, PHOTO, TEXT/PHOTO DENSITY: AUTO*, MANUAL ZOOM RATIO: PRESET RATIO*, MANUAL COPIES: 1* to 99 AUTO COLLATE: OFF*, COLLATE, STAPLE** TWO-SIDED**: OFF*, 1 > 2-SIDED, 2 > 2-SIDED, 2 > 1-SIDED, BOOK > 2-SIDED FRAME ERASE: OFF*, ORG. FRAME ERASE, BOOK FRAME ERASE, BINDING HOLE 2-PAGE SEPARATION: ON, OFF* PAPER SELECT: AUTO*, DRAWER 1, DRAWER 2**, DRAWER 3**, DRAWER 4**	*1
4. SHARPNESS	1 to 9; 5*	
5. PAPER SIZE GROUP	INCHES*, A, AB	
6. MM/INCH ENTRY	INCHES*, MM	
7. INIT. COPY SET.	ON, OFF*	

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.
*1: See the *Copying Guide*.

■ FAX SETTINGS**

Additional Functions	Settings	Applicable Page
1. USER SETTINGS	UNIT TELEPHONE# UNIT NAME TX TERMINAL ID: PRINTING POSITION: OUTSIDE IMAGE*, INSIDE IMAGE TELEPHONE# MARK: FAX*, TEL SCANNING DENSITY: 1 to 9; 5* TEL LINE TYPE: TOUCH TONE*, ROTARY PULSE VOLUME CONTROL: MONITOR VOL. CTRL (0 to 3; 1*) STANDARD SETTINGS: DENSITY: STANDARD*, DK, LT IMAGE QUALITY: STANDARD*, FINE, PHOTO, SUPER FINE, ULTRA FINE DIRECT TX: ON, OFF* STAMP DOCUMENT: ON, OFF* INIT. FAX STD SET: ON, OFF*	*2
2. TX SETTINGS	ECM TX: ON*, OFF PAUSE TIME: 1 to 15 seconds; 2 SEC.* AUTO REDIAL: ON*, OFF REDIAL TIMES: 1 to 10; 2 TIMES* REDIAL INTERVAL: 2 to 99 minutes; 2 MIN.* TX ERROR REDIAL: ON*, OFF TIME OUT: ON*, OFF STAMP DOCUMENT: DIRECT&MEMORY TX*, DIRECT TX DIALING LINE CHCK: ON*, OFF ROTATE TX: ON*, OFF	

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.
*2: See the *Facsimile Guide*.

■ FAX SETTINGS Table Continued**

Additional Functions	Settings	Applicable Page
3. RX SETTINGS	ECM RX: ON*, OFF	*2
4. PRINTER SETTINGS	SELECT DRAWER: SWITCH A: ON*, OFF SWITCH B: ON*, OFF SWITCH C: ON*, OFF SWITCH D: ON*, OFF RECEIVE REDUCTION: ON*, OFF RECEIVE REDUCTION, REDUCE DIRECTION TWO-SIDED PRINT: ON, OFF* CONT. PRINTING: RX TO MEMORY*, KEEP PRINTING	

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.
*2: See the *Facsimile Guide*.

■ ADDRESS BOOK SET.**

Additional Functions	Settings	Applicable Page
1. 1-TOUCH SPD DIAL	Up to 60 destinations can be registered: TEL NUMBER ENTRY, NAME, OPTIONAL SETTING	*2
2. CODED SPD DIAL	Up to 140 destinations can be registered: TEL NUMBER ENTRY, NAME, OPTIONAL SETTING	
3. GROUP DIAL	Up to 199 destinations can be registered: TEL NUMBER ENTRY, NAME	

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.
*2: See the *Facsimile Guide*.

■ PRINTER SETTINGS

Additional Functions	Settings	Applicable Page
1. DEFAULT PAPERSIZE	LTR*, STMT, EXECUTIV, COM10, MONARCH, DL, ISO-C5, ISO-B5, A4, A3, B4, B5, A5, 11 × 17, LGL	*3, *4
2. DEFAULT PAPERTYPE	PLAIN PAPER*, COLOR, RECYCLED, HEAVY PAPER 1, HEAVY PAPER 2, HEAVY PAPER 3, BOND, 3HOLE PUNCH PAPER, TRANSPARENCY, LABELS, ENVELOPE	
3. COPIES	1* to 999	
4. 2-SIDED PRINTING	ON, OFF*	
5. PRINT QUALITY	IMAGE REFINEMENT: ON*, OFF DENSITY: 1 to 9; 5* TONER SAVER: ON, OFF*	
6. PAGE LAYOUT	BINDING: LONG EDGE*, SHORT EDGE MARGIN: INCHES: -1.90" to +1.90"; 0"* MM: -50 mm to +50 mm; 0 mm*	
7. COLLATE	OFF*, COLLATE, OFFSET+COLLATE, OFFSET+GROUP, STAPLE**	
8. ERROR TIME OUT	ON*, OFF TIME OUT PERIOD: 5 to 300 seconds; 15 SEC.*	
9. INIT. PRINTER SET	ON, OFF*	

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.
*3: See the *PCL/UFR II Printer Guide*.
*4: See the *UFR II Printer Guide*.

■ PRINTER SETTINGS Table Continued

Additional Functions	Settings	Applicable Page
10. PCL SETTINGS*5	ORIENTATION: PORTRAIT*, LANDSCAPE FONT NUMBER: 0* to 120 POINT SIZE: 4.00 point to 999.75 point; 12 point* PITCH: 0.44 cpi to 99.99 cpi; 10 cpi* FORM LINES: 5 to 128 lines; 60 lines* SYMBOL SET: PC8*, PC850, PC852, PC8DN, PC8TK, PC1004, PIFONT, PSMATH, PSTEXT, ROMAN8, VNINTL, VNMATH, VNUS, WIN30, WINBALT, WINL1, WINL2, WINL5, DESKTOP, ISO4, ISO6, ISO11, ISO15, ISO17, ISO21, ISO60, ISO69, ISOL1, ISOL2, ISOL5, ISOL6, LEGAL, MATH8, MCTEXT, MSPUBL, PC775 CUSTOM PAPER: ON, OFF* UNIT OF MEASURE X DIMENSION Y DIMENSION APPEND CR TO LF: YES, NO* ENLARGE A4: ON, OFF*	*3
11. RESET PRINTER	ON, OFF*	*3, *4

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.
*3: See the *PCL/UFR II Printer Guide*.
*4: See the *UFR II Printer* Guide.
*5: Indicates items that appear only when the appropriate optional equipment is attached. Settings are not applicable in the UFR II mode.

■ TIMER SETTINGS

Additional Functions	Settings	Applicable Page
1. DATE&TIME SETTING	Default setting	p. 5-38
2. DATE TYPE SELECT	MM/DD/YYYY*, DD/MM YYYY, YYYY MM/DD	p. 5-40
3. AUTO SLEEP TIME	ON* (3 to 30 minutes; 5 MIN.* in one minute increments), OFF	p. 5-41
4. AUTO CLEAR TIME	ON* (1 to 9 minutes; 2 MIN.* in one minute increments), OFF	p. 5-42
5. DAYLIGHT SV. TIME	ON, OFF* START DATE/TIME: MONTH, WEEK, DAY END DATE/TIME: MONTH, WEEK, DAY	p. 5-44

An asterisk (*) indicates the default settings.

■ ADJUSTMENT/CLEANING

Additional Functions	Settings	Applicable Page
1. TRANS. ROLR CLEAN	Press [OK].	p. 7-31
2. DRUM CLEANING	Press [OK].	p. 7-32
3. FIX. UNIT CLEANING	START CLEANING, CLEAN PAPER PRT	p. 7-33
4. FEEDER CLEANING**	Press [OK].	p. 7-30
5. SPECIAL MODE M	MID*, LOW, HIGH	p. 7-35
6. SPECIAL MODE N	ON, OFF*	p. 7-36
7. SPECIAL MODE O	DRAWER: ON, OFF* STACK BYPASS: ON, OFF*	p. 7-37
8. SPECIAL MODE P	ON, OFF*	p. 7-38
9. BOND SP. FIX. MODE	ON, OFF*	p. 7-39
10. FIX. UNIT OFFSET	SPEED PRIORITY1, SPEED PRIORITY2, OFF*	p. 7-40
11. AUTO ADF DRTY ADJ**	ON*, OFF	p. 7-41
12. MAINTENANCE CODE	This setting is not functional in this model.	-

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

■ REPORT SETTINGS

Additional Functions	Settings	Applicable Page
1. SETTINGS**	TX REPORT: PRINT ERROR ONLY*, OUTPUT YES, OUTPUT NO RX REPORT: PRINT ERROR ONLY, OUTPUT YES, OUTPUT NO* ACTIVITY REPORT: AUTO PRINT: OUTPUT YES*, OUTPUT NO TX/RX SEPARATE: ON, OFF*	*2
2. LIST PRINT	ACTIVITY REPORT** SPEED DIAL LIST**: 1-TOUCH LIST, CODED DIAL LIST, GROUP DIAL LIST ADD BOOK DETAILS**: 1-TOUCH (DETAILS), CODED (DETAILS) USER DATA LIST	p. 5-47

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.
*2: See the *Facsimile Guide*.

■ SYSTEM SETTINGS

Additional Functions	Settings	Applicable Page
1. SYS. MANAGER INFO	SYS. MANAGER ID, SYSTEM PASSWORD, SYSTEM MANAGER	p. 6-2
2. DEVICE INFO	DEVICE NAME, LOCATION	p. 6-34
3. MANAGE DEPT. ID	ON, OFF*: REGISTER DEPT. ID: PASSWORD, PAGE LIMIT SET., ERASE PAGE TOTALS: VIEW PAGE TOTALS, CLEAR ALL TOTAL, PRINT LIST PDL JOBS W/OUT ID: ON*, OFF	p. 6-7
4. MANAGE USER ID	ON, OFF*	p. 6-24

An asterisk (*) indicates the default settings.

■ SYSTEM SETTINGS Table Continued

Additional Functions	Settings	Applicable Page
5. NETWORK SETTINGS**	TCP/IP SETTINGS SNMP SETTINGS DEDICATED PORT ETHERNET DRIVER VIEW IP ADDRESS STRTUP TIME SET.	*6
6. COMMUNICATIONS**	TX START SPEED: 2400 bps, 4800 bps, 7200 bps, 9600 bps, 14400 bps, 33600 bps* RX START SPEED: 2400 bps, 4800 bps, 7200 bps, 9600 bps, 14400 bps, 33600 bps* MEMORY LOCK: ON, OFF* PASSWORD, REPORT PRINT, MEMORY RX TIME	*2
7. REMOTE UI	ON*, OFF	p. 6-26, *7
8. ACCESS TO DEST.**	RESTRICT NEW ADD.: ON, OFF* FAX DRIVER TX: ON*, OFF	p. 6-28, *2
9. CHECKING THE LOG**	ON*, OFF	p. 6-30
10. USE DEVICE USB	ON*, OFF	p. 6-32

An asterisk (*) indicates the default settings.
Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.
*2: See the *Facsimile Guide*.
*6: See the *Network Guide*.
*7: See the *Remote UI Guide*.

Specifying Common Settings

You can specify the settings that are common to the Copy, Fax, and Printer functions.

NOTE

The Common Settings menu is made up of several items. Press [◄—] or [+►] to scroll to the items you want to set.

Initial Function at Power ON

You can specify the screen that is displayed when you turn ON the main power, or after the Auto Clear mode initiates.

NOTE

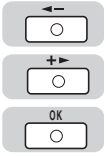
The default setting is 'COPY'.



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

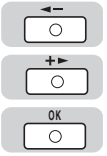
The Additional Functions menu appears.



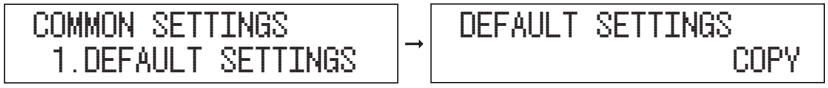
2 Press [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

```
ADD. FUNCTIONS          →   COMMON SETTINGS
 1.COMMON SETTINGS          1.DEFAULT SETTINGS
```

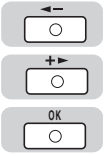
The <COMMON SETTINGS> menu appears.



3 Press [◄—] or [+►] until <DEFAULT SETTINGS> appears → press [OK].



The <DEFAULT SETTINGS> menu appears.

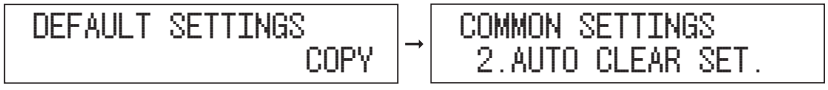


4 Press [◄—] or [+►] to select <FAX> or <COPY> → press [OK].

<FAX> appears only if the optional Super G3 FAX Board is installed.

Select <FAX> to set the machine to the Fax function when the power is turned ON.

Select <COPY> to set the machine to the Copy function when the power is turned ON.



The default mode is set.



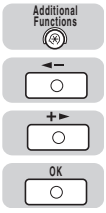
5 Press [Stop] to return to the Standby display.

Default Display after Auto Clear

You can set whether the screen specified as the Initial Function is displayed after the Auto Clear mode initiates.

NOTE

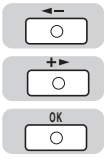
- The time necessary for Auto Clear to initiate can be set. (See "Auto Clear Time," on p. 5-42.)
- The default setting is 'INITIAL FUNCTION'.



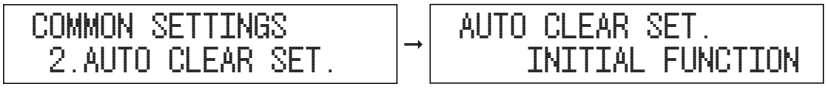
1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

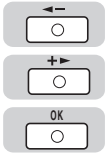
The <COMMON SETTINGS> menu appears.



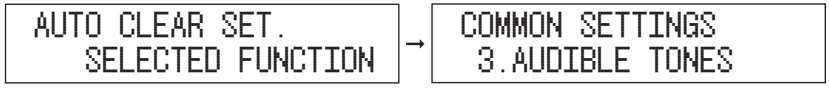
2 Press [◄—] or [+►] until <AUTO CLEAR SET.> appears → press [OK].



The <AUTO CLEAR SET.> menu appears.



3 Press [◄—] or [+►] to select <INITIAL FUNCTION> or <SELECTED FUNCTION> → press [OK].



Details of each item are shown below.

<INITIAL FUNCTION>: The function specified as the initial function is displayed after the Auto Clear mode initiates. For example, if you set the Fax function as the initial function, and Auto Clear initiates while a settings screen for the Copy function is shown, the display returns to the initial Fax menu.

<SELECTED FUNCTION>: The display returns to the main menu of the function that was displayed before the Auto Clear mode activated. For example, if you set the Copy function as the initial function, and Auto Clear initiates while a settings screen for the Fax function is shown, the display returns to the initial Fax menu.

The Auto Clear Settings is set.



4 Press [Stop] to return to the Standby display.

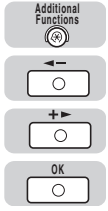
Tone Settings

You can set whether to sound audible tones. The following tones sound at the following times:

- Entry Tone: When pressing keys on the control panel
- Error Tone: When a malfunction occurs (e.g., paper jam or operational error)
- TX (Transmission) Job Done Tone: When a fax transmission completes successfully
- RX (Reception) Job Done Tone: When a fax reception completes successfully
- Scan Done Tone: When scanning is complete
- Print Done Tone: When printing is complete

NOTE

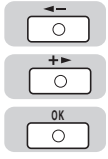
- The default setting is 'ON' for the Entry Tone and Error Tone, and 'ERROR ONLY' for the TX Job Done, RX Job Done, Scan Done, and Print Done Tones. The tone volume is set to '1' for every tone.
- The maximum tone volume is '3'.
- The volume can be set only when the Fax function is available.



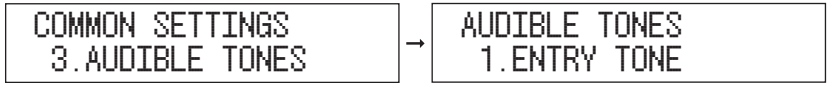
1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

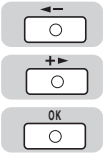
The <COMMON SETTINGS> menu appears.



2 Press [◄—] or [+►] until <AUDIBLE TONES> appears → press [OK].

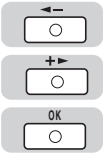


The <AUDIBLE TONE> menu appears.



3 Press [◄—] or [+►] to select <ENTRY TONE>, <ERROR TONE>, <TX JOB DONE TONE>, <RX JOB DONE TONE>, <SCAN DONE TONE>, or <PRINT DONE TONE> → press [OK].

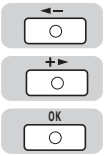
AUDIBLE TONES 1.ENTRY TONE	→	ENTRY TONE ON



4 Press [◄—] or [+►] to select <ON>, <ERROR ONLY>, or <OFF> for the tone you are setting → press [OK].

If you selected <OFF>, proceed to step 6.

ENTRY TONE ON	→	ENTRY TONE 1



5 Press [◄—] or [+►] to select the volume for each tone → press [OK].

You can select from 1 to 3.

Repeat steps 3 to 5 to set the volume for other tones.

ENTRY TONE 1	→	AUDIBLE TONES 2.ERROR TONE

The selected tone is set.

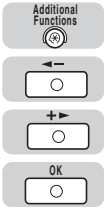


6 Press [Stop] to return to the Standby display.

Setting the Toner Saver Mode

You can set the level of toner consumption for printing.

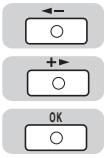
NOTE
The default setting is 'OFF'.



1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

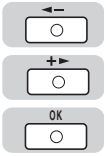
The <COMMON SETTINGS> menu appears.



2 Press [◄—] or [+►] until <TONER SAVER MODE> appears → press [OK].

COMMON SETTINGS 4.TONER SAVER MODE	→	TONER SAVER MODE OFF

The <TONER SAVER MODE> menu appears.



3 Press [◄—] or [+►] to select <LOW>, <HIGH>, or <OFF> → press [OK].

TONER SAVER MODE LOW	→	COMMON SETTINGS 5.PRINTER DENSITY

The Toner Saver Mode is set.

NOTE
If the Toner Saver mode is set to 'HIGH', print quality may be affected. If you notice a degradation in print quality, set this mode to 'OFF'.



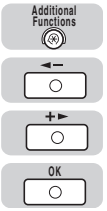
4 Press [Stop] to return to the Standby display.

Adjusting the Print Density

You can adjust the density scale if differences between the image on the original and the print occur.

NOTE

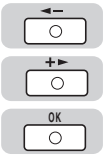
The default setting is in the middle '5', on a scale of 1 to 9.



1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

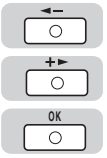
The <COMMON SETTINGS> menu appears.



2 Press [◄—] or [+►] until <PRINTER DENSITY> appears → press [OK].

COMMON SETTINGS 5.PRINTER DENSITY	→	PRINTER DENSITY -LT ◖□□□□■□□□□◗ DK+

The <PRINTER DENSITY> menu appears.



3 Press [◄—] or [+►] to adjust the density from light (-LT) to dark (DK+) → press [OK].

PRINTER DENSITY -LT ◖□□□□■□□□□◗ DK+	→	COMMON SETTINGS 6.AUTO DRAWER SELCT

The Printer Density is adjusted.



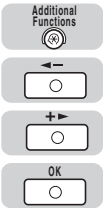
4 Press [Stop] to return to the Standby display.

Auto Paper Selection/Auto Drawer Switching

You can set which paper sources can be used for Automatic Paper Selection and Automatic Drawer Switching. This setting can be made independently for all functions of the machine (Copy, Print, and Fax), and is especially useful when you want to use different paper sources for different purposes.

NOTE

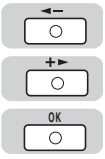
- Paper sources set to 'ON' are used for the following functions:
  - APS (Auto Paper Selection): The machine automatically selects the appropriate paper size (paper source) based on the original's size and copy ratio settings (when making a copy), or the set ratio of the image (when receiving a fax).
  - ADS (Auto Drawer Switching): If a paper source runs out of paper during a continuous print job, the machine automatically selects another paper source with the same paper size, and begins feeding paper from that paper source.
- The default settings are 'OFF' for the stack bypass, and 'ON' for the other paper sources.



1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

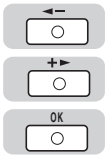
The <COMMON SETTINGS> menu appears.



2 Press [◄—] or [+►] until <AUTO DRAWER SELCT> appears → press [OK].

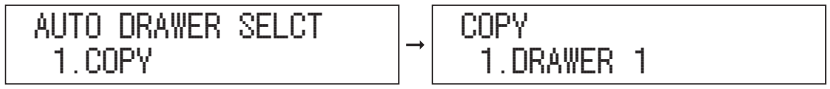
COMMON SETTINGS 6.AUTO DRAWER SELCT	→	AUTO DRAWER SELCT 1.COPY

The <AUTO DRAWER SELCT> menu appears.



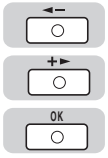
3 Press [◄—] or [+►] to select <COPY>, <PRINTER>, <FAX>, or <OTHER> → press [OK].

<FAX> appears only if the optional Super G3 FAX Board is installed.

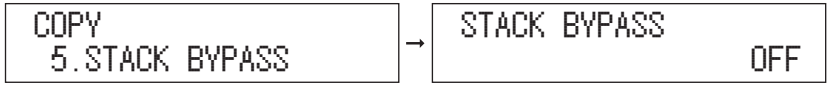


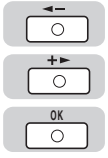
NOTE

<OTHER> is used for specifying the paper source for printing reports.



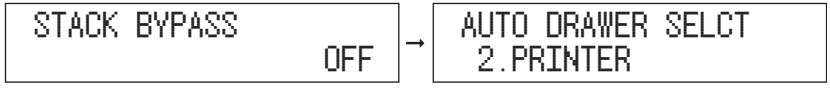
4 Press [◄—] or [+►] until <STACK BYPASS> or the desired paper source appears → press [OK].





5 Press [◄—] or [+►] to select <ON> or <OFF> → press [OK].

Repeat steps 4 and 5 to make settings for the other paper sources.



Details of each item are shown below.

<ON>: The paper source is eligible for APS/ADS.

<OFF>: The paper source is ineligible for APS/ADS.

The APS/ADS is set.

NOTE

Regardless of the stack bypass setting, you cannot select 'OFF' for all of the paper sources at the same time. At least one of the paper sources, besides the stack bypass must be set to 'ON'.



6 Press [Stop] to return to the Standby display.

Identifying the Type of Paper in a Paper Source

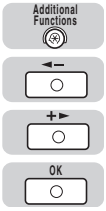
This setting enables you to specify the paper type loaded in each paper drawer.

IMPORTANT

- <DRAWER 2> appears only if the optional Cassette Feeding Module-J1 is attached to the imageRUNNER 2016. <DRAWER 3> and <DRAWER 4> appear only if the optional Cassette Feeding Module-K1 is attached.
- Be sure to correctly set the paper type. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

NOTE

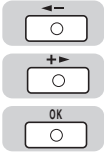
The default setting is 'PLAIN PAPER'.



1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

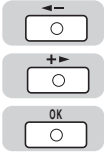
The <COMMON SETTINGS> menu appears.



2 Press [◄—] or [+►] until <SELECT PAPER TYPE> appears → press [OK].

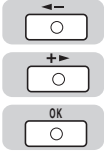
COMMON SETTINGS 7.SELECT PAPER TYPE	→	SELECT PAPER TYPE 1.DRAWER 1

The <SELECT PAPER TYPE> menu appears.



3 Press [◄—] or [+►] until the paper drawer in which you want to register the paper type appears → press [OK].

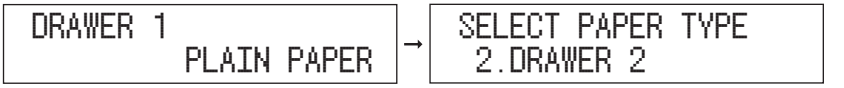
SELECT PAPER TYPE 1.DRAWER 1	→	DRAWER 1 PLAIN PAPER



4 Press [◄—] or [+►] to select <PLAIN PAPER>, <COLOR>, <RECYCLED>, <HEAVY PAPER 1>, <BOND>, or <3HOLE PUNCH PAPER> → press [OK].

Make sure that the registered paper type setting is the same paper type that is loaded in the paper drawer.

Repeat steps 3 and 4 to set the paper type for the other drawers.



The paper type is set for the paper drawer.

NOTE

For more information on paper types, see "Available Paper Stock," on p. 2-24.



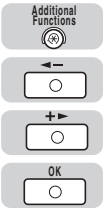
5 Press [Stop] to return to the Standby display.

Energy Consumption in the Sleep Mode

You can set the amount of energy that the machine consumes when it is in the Sleep mode.

NOTE

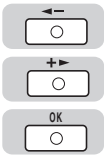
- If you set the energy consumption level to 'LOW', the machine consumes less energy in the Sleep mode than when it is set to 'HIGH'; However, it takes more time for the machine to recover from the Sleep mode.
- The default setting is 'LOW'.



1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

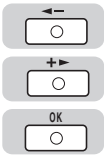
The <COMMON SETTINGS> menu appears.



2 Press [◄—] or [+►] until <ENERGY IN SLEEP> appears → press [OK].

COMMON SETTINGS 8.ENERGY IN SLEEP	→	ENERGY IN SLEEP LOW

The <ENERGY IN SLEEP> menu appears.



3 Press [◄—] or [+►] to select <HIGH> or <LOW> → press [OK].

ENERGY IN SLEEP LOW	→	COMMON SETTINGS 9.TRAY DESIGNATION

Details of each item are shown below.

<LOW>: Energy consumption in the Sleep mode is low, but it takes longer to recover from the Sleep mode.

<HIGH>: Energy consumption in the Sleep mode is high, but it takes shorter to recover from the Sleep mode.

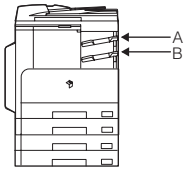
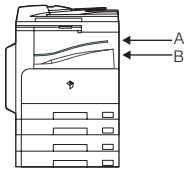
The level of the energy consumption is set.



4 Press [Stop] to return to the Standby display.

Output Tray Designation

You can designate the machine's output trays to be used for specific functions. The output trays are indicated by Tray A and Tray B.

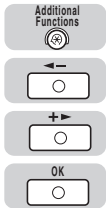
Options Attached	Default Settings	Tray A and B
Finisher-U1 and Additional Finisher Tray-C1	Tray A: PRINTER, FAX, and OTHER Tray B: COPY	
Inner 2 Way Tray-E1	Tray A: PRINTER, FAX, and OTHER Tray B: COPY	

IMPORTANT

The Tray Designation mode is available only if the optional Finisher-U1 and Additional Finisher Tray-C1 or Inner 2 Way Tray-E1 are attached to the machine.

NOTE

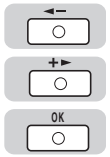
- If heavyweight paper or transparencies are loaded in the stack bypass, they will be output to Tray B regardless of the Tray Designation settings. Plain paper, however, can be output to either Tray A or B.
- If you set both trays to 'ON' for a single function, Tray B has the priority.
- The same output tray can be designated for multiple functions.
- The default setting is 'ON' for all functions.



1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

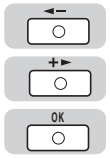
The <COMMON SETTINGS> menu appears.



2 Press [◄—] or [+►] until <TRAY DESIGNATION> appears → press [OK].

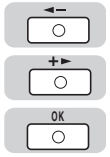
COMMON SETTINGS 9.TRAY DESIGNATION	→	TRAY DESIGNATION 1.TRAY A

The <TRAY DESIGNATION> menu appears.



3 Press [◄—] or [+►] to select <TRAY A> or <TRAY B> → press [OK].

TRAY DESIGNATION 1.TRAY A	→	TRAY A 1.COPY



4 Press [◄—] or [+►] to select the functions for which to designate output trays A and B → press [OK].

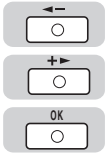
You can select <COPY>, <FAX>, <PRINTER>, or <OTHER>.

<FAX> appears only if the optional Super G3 FAX Board is installed.

TRAY A 1.COPY	→	COPY ON

NOTE

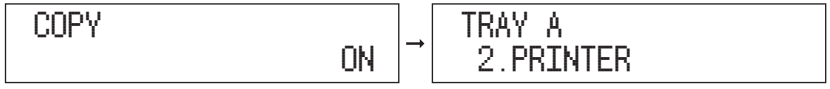
<OTHER> is used for specifying report printing settings.



5 Press [◄—] or [+►] to select <ON> or <OFF> → press [OK].

If you want to use an output tray for only one function, select <ON> only for that function.

Repeat steps 4 and 5 to set Tray Designation settings for the other functions.



The Tray Designation setting is set.

IMPORTANT

If a certain tray reaches its stacking limit, the machine automatically uses another tray that is designated for the same function. However, it is recommended that you only designate one tray for fax documents to prevent them from getting lost.



6 Press [Stop] to return to the Standby display.

Standard Paper for the Stack Bypass

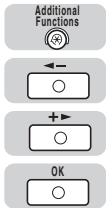
You can set the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.

IMPORTANT

- When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you set the standard paper size and type for the stack bypass, the paper size/type is fixed, and you cannot select a different paper size/type for the stack bypass.

NOTE

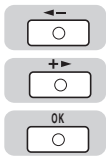
- If you are using the stack bypass as a paper source for the Copy and Fax functions, you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See "Auto Paper Selection/Auto Drawer Switching," on p. 5-23.)
- The default setting is 'OFF'.



1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

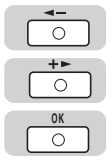
The <COMMON SETTINGS> menu appears.



2 Press [◄—] or [+►] until <BYPASS STD SET> appears → press [OK].

COMMON SETTINGS 10.BYPASS STD SET	→	BYPASS STD SET OFF

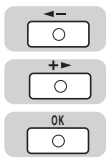
The <BYPASS STD SET> menu appears.



3 Press [◄—] or [+►] to select <ON> → press [OK].

If you select <OFF>, proceed to step 8.

BYPASS STD SET ON	→	BYPASS STD SET 1.PAPER SIZE

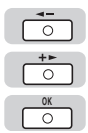


4 Press [◄—] or [+►] until <PAPER SIZE> appears → press [OK].

BYPASS STD SET 1.PAPER SIZE	→	SELECT PAPER SIZE LTR

5 Select the desired paper size.

● **If you want to select a standard paper size or envelope type:**



❑ Press [◄—] or [+►] until the desired paper size or envelope type appears → press [OK].

SELECT PAPER SIZE LTR	→	BYPASS STD SET 2.SELECT PAPER TYPE

NOTE

If you select COM10, MONARCH, DL, ISO-C5, or ISO-B5 for the envelope type, <ENVELOPE> is automatically selected, and the screen for selecting the paper type will not appear.

● **If you want to select a nonstandard paper size:**

❑ Press [◄—] or [+►] until <FREESIZE> appears → press [OK].

SELECT PAPER SIZE FREESIZE	→	FREE BYPASS SIZE 1.VERTICAL SIZE

❑ Press [◄—] or [+►] until <VERTICAL SIZE> appears → press [OK].

FREE BYPASS SIZE 1.VERTICAL SIZE	→	VERTICAL SIZE 95MM

❑ Enter the vertical size of the paper using the numeric keys → press [OK].
The vertical size can be set from 3 3/4" to 11 3/4" (95 mm to 297 mm).

VERTICAL SIZE 95MM	→	FREE BYPASS SIZE 2.HORIZONTAL SIZE

❑ Press [◄—] or [+►] until <HORIZONTAL SIZE> appears → press [OK].

FREE BYPASS SIZE 2.HORIZONTAL SIZE	→	HORIZONTAL SIZE 148MM

❑ Enter the horizontal size of the paper using the numeric keys → press [OK].
The horizontal size can be set from 5 7/8" to 17" (148 mm to 432 mm).

HORIZONTAL SIZE 148MM	→	BYPASS STD SET 2.SELECT PAPER TYPE

6 Press [◄—] or [+►] until <SELECT PAPER TYPE> appears → press [OK].

BYPASS STD SET 2.SELECT PAPER TYPE	→	SELECT PAPER TYPE PLAIN PAPER

7 Press [◄—] or [+►] to select the desired paper type → press [OK].

SELECT PAPER TYPE PLAIN PAPER	→	COMMON SETTINGS 11.PAPER FEED SWITCH

The standard size and type for the stack bypass is set.

NOTE

- <TRANSPARENCY> can be selected only if <LTR> is selected as the paper size.
- If you select <TRANSPARENCY> or <LABELS>, Staple in the finisher mode is ignored.
- For more information on paper types, see "Available Paper Stock," on p. 2-24.



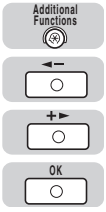
8 Press [Stop] to return to the Standby display.

Setting the Speed or Print Side Priority

You can set whether the printing speed is the priority for your job, or whether to print on a specific side of the paper. This is useful when you want to make one- or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it) without changing the orientation of the paper loaded in paper source.

NOTE

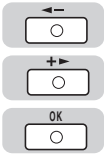
The default setting for all paper sources is 'SPEED PRIORITY'.



1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

The <COMMON SETTINGS> menu appears.

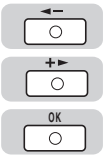


2 Press [◄—] or [+►] until <PAPER FEED SWITCH> appears → press [OK].

COMMON SETTINGS 11.PAPER FEED SWITCH	→	PAPER FEED SWITCH 1.STACK BYPASS

The <PAPER FEED SWITCH> menu appears.

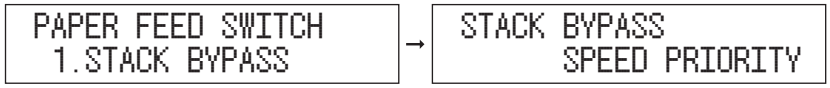
5 Customizing Settings

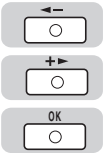


3 Press [◄—] or [+►] until <STACK BYPASS> or the desired paper source appears → press [OK].

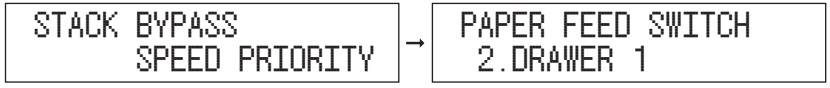
<DRAWER 2> appears only if the optional Cassette Feeding Module-J1 is attached to the imageRUNNER 2016.

<DRAWER 3> and <DRAWER 4> appear only if the optional Cassette Feeding Module-K1 is attached.





4 Press [◄—] or [+►] to select <SPEED PRIORITY> or <PRINT SIDE> → press [OK].



Details of each item are shown below.

<SPEED PRIORITY>:
When you feed one- or two-sided prints into the machine, the method for delivering paper inside the machine changes, and this affects the printing speed. Therefore, to maximize the printing speed, load the paper manually as follows:

One-Sided Print:	Load the paper face up in a paper drawer, or face down into the stack bypass. The side facing up in the paper drawer, and the side facing down in the stack bypass, are the sides printed on.
Two-Sided Print:	Load the paper face down in a paper drawer, or face up into the stack bypass. The side facing down in the paper drawer, and the side facing up in the stack bypass, are the first sides that are printed on.

<PRINT SIDE>:
If you load paper into the paper drawer and select <PRINT SIDE>, no matter whether you are printing one- or two-sided prints, the side of the paper facing down is always the one printed on first. (The side facing up is the one printed on first for the stack bypass.) However, some speed will be sacrificed printing one-sided prints.

If <PRINT SIDE> is selected for a paper source, and <AUTO DRAWER SELCT> in COMMON SETTINGS (from the Additional Functions menu) is set to 'ON', the Auto Paper Selection and Auto Drawer Switching Settings are ignored. Also, the machine's printing speed may become slower when you print one-sided documents.

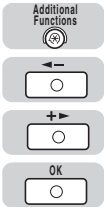
The paper feed method is set.



5 Press [Stop] to return to the Standby display.

Changing the Language Shown on the LCD Display

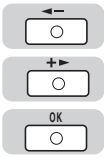
You can select the language displayed on the LCD display.



1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

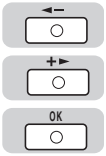
The <COMMON SETTINGS> menu appears.



2 Press [◄—] or [+►] until <DISPLAY LANGUAGE> appears → press [OK].

COMMON SETTINGS 12.DISPLAY LANGUAGE	→	DISPLAY LANGUAGE ENGLISH

The <DISPLAY LANGUAGE> menu appears.



3 Press [◄—] or [+►] to select the desired language → press [OK].

DISPLAY LANGUAGE ENGLISH	→	COMMON SETTINGS 13.ADF DIRTY ERROR

The LCD display language changes to the selected language.

IMPORTANT

Some messages may not be displayed properly in the language that you just selected. In this case, restart the machine (turn the machine OFF, and then back ON.)



4 Press [Stop] to return to the Standby display.

Displaying a Feeder Error Message Prompt

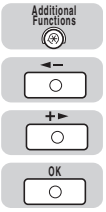
You can use the Feeder Error Message mode to prompt you to clean the scanning area when the machine detects streaks or stains. If the feeder is not clean, the machine will scan and print dust and grime on the output.

IMPORTANT

The ADF DIRTY ERROR mode is available only if the optional Feeder (DADF-P1) is attached to the machine.

NOTE

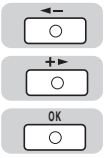
The default setting is 'DISPLAY'.



1 Press [Additional Functions] → [◄—] or [+►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

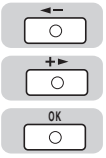
The <COMMON SETTINGS> menu appears.



2 Press [◄—] or [+►] until <ADF DIRTY ERROR> appears → press [OK].

COMMON SETTINGS 13.ADF DIRTY ERROR	→	ADF DIRTY ERROR DISPLAY

The <ADF DIRTY ERROR> menu appears.



3 Press [◄—] or [+►] to select <DISPLAY> or <DO NOT DISPLAY> → press [OK].

If you select <DISPLAY>, the screen prompting you to clean the scanning area appears when the machine detects streaks or stains.

ADF DIRTY ERROR DISPLAY	→	COMMON SETTINGS 14.INIT. COMMON SET.

The selected mode is set.



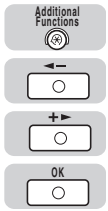
4 Press [Stop] to return to the Standby display.

Returning the Common Settings to Their Defaults

You can restore all of the Common Settings to their default (initial settings).

NOTE

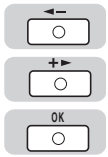
If the Display Language mode is set, and then the Common Settings are returned to their default settings, the language shown on the LCD display remains unchanged. (See "Changing the Language Shown on the LCD Display," on p. 5-35.)



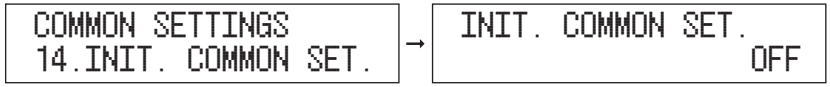
1 Press [Additional Functions] → [◄–] or [+ ►] until <COMMON SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Initial Function at Power ON," on p. 5-15.

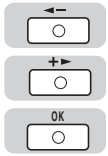
The <COMMON SETTINGS> menu appears.



2 Press [◄–] or [+ ►] until <INIT. COMMON SET.> appears → press [OK].

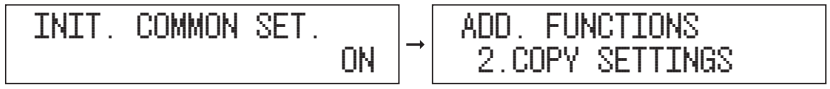


The <INIT. COMMON SET.> menu appears.



3 Press [◄–] or [+ ►] to select <ON> → press [OK].

To cancel initializing the Common Settings, select <OFF>.



The Common Settings are returned to their defaults.



4 Press [Stop] to return to the Standby display.

Timer Settings

You can set the current date and time, and specify the time it takes for the machine to enter into the Sleep mode.

NOTE

The Timer Settings menu is made up of several items. Press [◄—] or [+►] to scroll to the items you want to set.

Current Date and Time

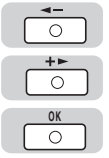
Setting the current date and time is very important. The current date and time settings are used as standard timer settings for functions that require them.



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

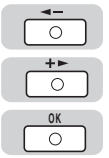
The Additional Functions menu appears.



2 Press [◄—] or [+►] until <TIMER SETTINGS> appears → press [OK].

```
ADD. FUNCTIONS          TIMER SETTINGS
 6.TIMER SETTINGS   →    1.DATE&TIME SETTING
```

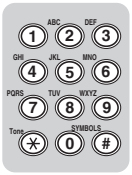
The <TIMER SETTINGS> menu appears.

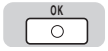


3 Press [◄—] or [+►] until <DATE&TIME SETTING> appears → press [OK].

```
TIMER SETTINGS          DATE&TIME SETTING
 1.DATE&TIME SETTING  →  00/00/'00 00:00
```

The <DATE&TIME SETTING> menu appears.





4 Enter the current date (month, day, year) and time using the numeric keys → press [OK].

Enter all digits (including zero) for the date and time.

Enter the last two digits of the year, and the time in 24-hour notation, as four digits (including zeros) without a space.

Examples: August 3 →0803
2005 →05
7:05 a.m. →0705
11:18 p.m. →2318

DATE&TIME SETTING 08/03/'05 10:50	→	TIMER SETTINGS 2.DATE TYPE SELECT

The date and time are set.

NOTE

If you make a mistake when entering values, press [◄–] or [+ ►] to position the cursor under the incorrect value → enter the correct value.

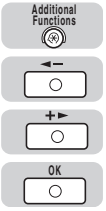


5 Press [Stop] to return to the Standby display.

Setting the Date Format

You can set the date format that is used on the LCD display.

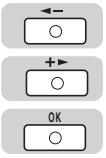
NOTE
The default setting is 'MM/DD/YYYY' (month/day/year).



1 Press [Additional Functions] → [◄—] or [+►] until <TIMER SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Current Date and Time," on p. 5-38.

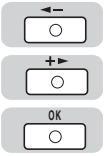
The <TIMER SETTINGS> menu appears.



2 Press [◄—] or [+►] until <DATE TYPE SELECT> appears → press [OK].

TIMER SETTINGS 2.DATE TYPE SELECT	→	DATE TYPE SELECT MM/DD/YYYY

The <DATE TYPE SELECT> menu appears.



3 Press [◄—] or [+►] to select the desired date format → press [OK].

Examples: MM/DD/YYYY → 08/03/2005
DD/MM YYYY → 03/08 2005
YYYY MM/DD → 2005 08/03

DATE TYPE SELECT MM/DD/YYYY	→	TIMER SETTINGS 3.AUTO SLEEP TIME

The date format is set.



4 Press [Stop] to return to the Standby display.

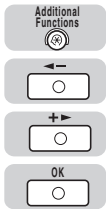
5 Customizing Settings

Auto Sleep Time

If the machine remains idle for a certain period of time (after the last print job or a key operation is performed), it enters the Sleep mode. You can specify the time it takes for the machine to enter the Sleep mode (from 3 to 30 minutes). You can also set Auto Sleep Time to 'OFF'.

NOTE

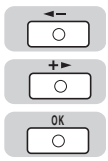
- The default settings are 'ON' and '5 MIN.'.
- To enter the Sleep mode manually, press the control panel power switch.
- The machine will not enter the Sleep mode when:
  - the machine is in operation.
  - all paper cassettes are empty.
  - there is a paper jam.
  - the toner cartridge is empty.
- The machine will recover from the Sleep mode when:
  - you press the control panel power switch.
  - printing reports.
  - a fax is received.
  - the Delayed Transmission mode initiates.
  - a print job is sent from a computer.
  - a print job is sent via the network.



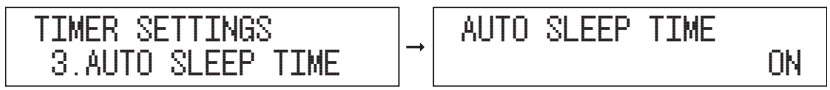
1 Press [Additional Functions] → [◄—] or [+►] until <TIMER SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Current Date and Time," on p. 5-38.

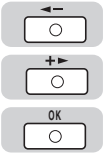
The <TIMER SETTINGS> menu appears.



2 Press [◄—] or [+►] until <AUTO SLEEP TIME> appears → press [OK].

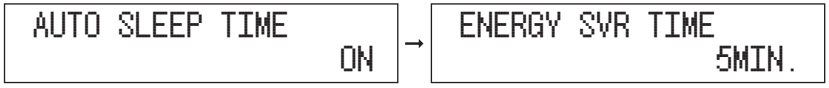


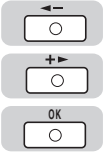
The <AUTO SLEEP TIME> menu appears.



3 Press [◄—] or [+►] to select <ON> → press [OK].

If you select <OFF> → proceed to step 5.

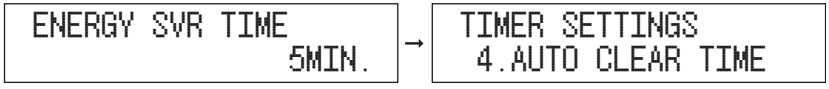




4 Press [◄—] or [+►] to select the desired Auto Sleep Time → press [OK].

You can also enter values using the numeric keys.

The Auto Sleep Time can be set from 3 to 30 minutes in one minute increments.



The Auto Sleep Time is set.



5 Press [Stop] to return to the Standby display.

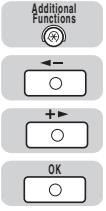
Auto Clear Time

If the machine remains idle for a certain period of time (after the last print job or a key operation is performed), the display returns to the Standby display or the screen of the selected function.

The Auto Clear Time mode can be set from 1 to 9 minutes in one-minute increments, and can also be set to 'OFF'.

NOTE

The default settings are 'ON' and '2 MIN.'.

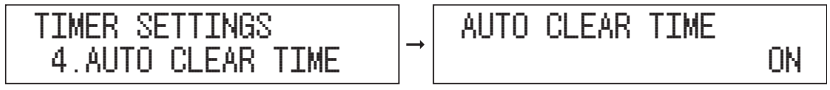


1 Press [Additional Functions] → [◄—] or [+►] until <TIMER SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Current Date and Time," on p. 5-38.

The <TIMER SETTINGS> menu appears.

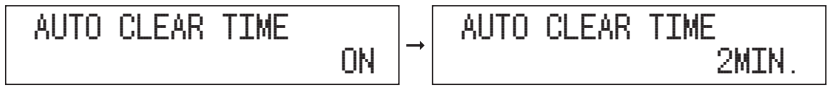
2 Press [◄—] or [+►] until <AUTO CLEAR TIME> appears → press [OK].



The <AUTO CLEAR TIME> menu appears.

3 Press [◄—] or [+►] to select <ON> → press [OK].

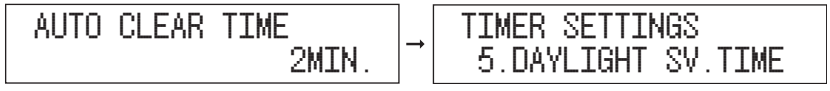
If you select <OFF> → proceed to step 5.



4 Press [◄—] or [+►] to select the desired time period → press [OK].

You can also enter values using the numeric keys.

The Auto Clear Time can be set from 1 to 9 minutes in one minute increments.



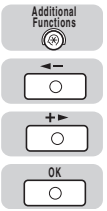
The Auto Clear Time is set.

5 Press [Stop] to return to the Standby display.

Daylight Saving Time

In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time." Follow the procedure below to set Daylight Saving Time.

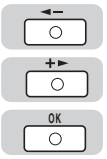
NOTE
The default setting is 'OFF'.



1 Press [Additional Functions] → [◄—] or [+►] until <TIMER SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Current Date and Time," on p. 5-38.

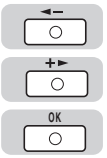
The <TIMER SETTINGS> menu appears.



2 Press [◄—] or [+►] until <DAYLIGHT SV. TIME> appears → press [OK].

TIMER SETTINGS 5.DAYLIGHT SV.TIME	→	DAYLIGHT SV.TIME OFF

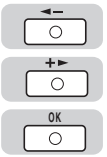
The <DAYLIGHT SV. TIME> menu appears.



3 Press [◄—] or [+►] to select <ON> → press [OK].

If you select <OFF> → proceed to step 12.

DAYLIGHT SV.TIME ON	→	DAYLIGHT SV.TIME 1.START DATE/TIME



4 Press [◄—] or [+►] until <START DATE/TIME> appears → press [OK].

DAYLIGHT SV.TIME 1.START DATE/TIME	→	START DATE/TIME 1.MONTH

5 **Press [◄—] or [+►] until <MONTH> appears→ press [OK].**

START DATE/TIME 1.MONTH	→	MONTH APRIL

6 **Press [◄—] or [+►] until the desired month appears → press [OK].**

MONTH APRIL	→	START DATE/TIME 2.WEEK

The <START DATE/TIME> menu appears.

7 **Press [◄—] or [+►] until <WEEK> appears → press [OK].**

START DATE/TIME 2.WEEK	→	WEEK FIRST WEEK

8 **Press [◄—] or [+►] to select <FIRST WEEK>, <SECOND WEEK>, <THIRD WEEK>, <FOURTH WEEK>, or <LAST WEEK> → press [OK].**

WEEK FIRST WEEK	→	START DATE/TIME 3.DAY

The <START DATE/TIME> menu appears.

9 **Press [◄—] or [+►] until <DAY> appears → press [OK].**

START DATE/TIME 3.DAY	→	DAY SUNDAY

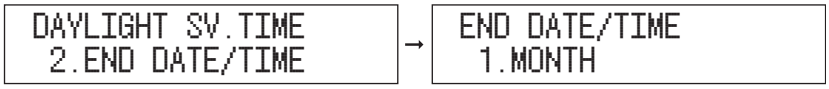
10 **Press [◄—] or [+►] to select the day of the week → press [OK].**

DAY SUNDAY	→	DAYLIGHT SV.TIME 2.END DATE/TIME

The <DAYLIGHT SV. TIME> menu appears.



11 Press [OK] to select <END DATE/TIME> → follow steps 5 to 10 to set the end date and time for Daylight Saving Time.



The Daylight Saving Time is set.



12 Press [Stop] to return to the Standby display.

Printing Reports

You can print lists of registered telephone numbers and transmission settings, as well as reports about document transactions.

Activity Report

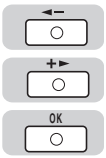
The Activity Report prints a list of the past 40 fax transactions. If you want to view a sample Activity Report, see "Activity Report," on p. 9-3.



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

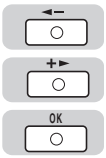
The Additional Functions menu appears.



2 Press [◄–] or [+►] until <REPORT SETTINGS> appears → press [OK].

```
ADD. FUNCTIONS          →  REPORT SETTINGS
 8.REPORT SETTINGS          1.SETTINGS
```

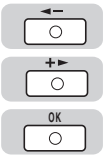
The <REPORT SETTINGS> menu appears.



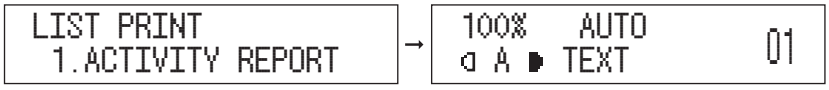
3 Press [◄–] or [+►] until <LIST PRINT> appears → press [OK].

```
REPORT SETTINGS         →  LIST PRINT
 2.LIST PRINT               1.ACTIVITY REPORT
```

The <LIST PRINT> menu appears.



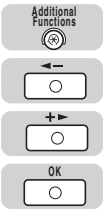
4 Press [◄—] or [+►] to select <ACTIVITY REPORT> → press [OK].



Printing starts, and the screen returns to the Standby display.

Speed Dialing Lists

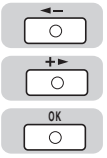
Follow the procedure below to print a standard One-Touch Speed Dialing List, Coded Speed Dialing List, or Group Speed Dialing List. If you want to view samples of these lists, see "Report Samples," on p. 9-2.



1 Press [Additional Functions] → [◄—] or [+►] until <REPORT SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Activity Report," on p. 5-47.

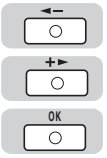
The <REPORT SETTINGS> menu appears.



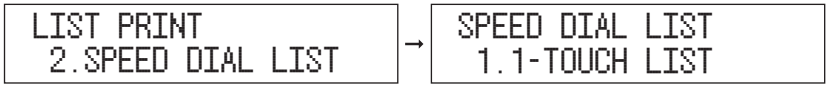
2 Press [◄—] or [+►] until <LIST PRINT> appears → press [OK].

If necessary, see the screen shot in step 3 of "Activity Report," on p. 5-47.

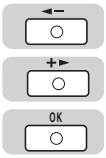
The <LIST PRINT> menu appears.



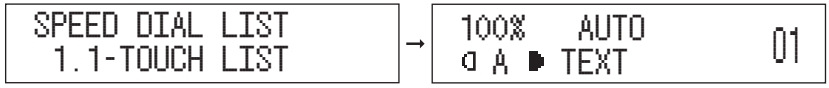
3 Press [◄—] or [+►] until <SPEED DIAL LIST> appears → press [OK].



The <SPEED DIAL LIST> menu appears.



4 Press [◄—] or [+►] to select the speed dialing list that you want to print → press [OK].



Details of each item are shown below.

<1-TOUCH LIST>: Prints the standard list of all one-touch speed dialing keys and numbers registered in the machine.

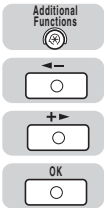
<CODED DIAL LIST>: Prints the standard list of all coded speed dialing codes and numbers registered in the machine.

<GROUP DIAL LIST>: Prints a list of one-touch speed dialing keys and coded speed dialing codes and numbers registered for the group dialing.

Printing starts, and the screen returns to the Standby display.

Speed Dialing Lists (Detailed)

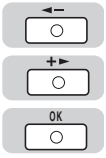
Follow the procedure below to print detailed One-Touch and Coded Speed Dialing lists. If you want to view samples of these lists, see "Report Samples," on p. 9-2.



1 Press [Additional Functions] → [◄—] or [+►] until <REPORT SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Activity Report," on p. 5-47.

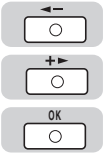
The <REPORT SETTINGS> menu appears.



2 Press [◄—] or [+►] until <LIST PRINT> appears → press [OK].

If necessary, see the screen shot in step 3 of "Activity Report," on p. 5-47.

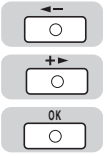
The <LIST PRINT> menu appears.



3 Press [◄—] or [+►] until <ADD BOOK DETAILS> appears → press [OK].

LIST PRINT 3.ADD BOOK DETAILS	→	ADD BOOK DETAILS 1.1-TOUCH(DETAILS)

The <ADD BOOK DETAILS> menu appears.



4 Press [◄—] or [+►] to select the speed dialing list that you want to print → press [OK].

ADD BOOK DETAILS 1.1-TOUCH(DETAILS)	→	100% AUTO ◖ A ◗ TEXT 01

Details of each item are shown below.

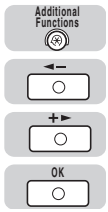
<1-TOUCH (DETAILS)>: Prints a detailed list of all one-touch speed dialing keys and numbers registered in the machine in a stacked format.

<CODED (DETAILS)>: Prints a detailed list of all coded speed dialing codes and numbers registered in the machine in a stacked format.

Printing starts, and the screen returns to the Standby display.

User's Data List

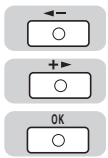
Follow the procedure below to print a comprehensive list of current user data settings. If you want to view a sample of the User's Data List, see "User's Data List," on p. 9-2.



1 Press [Additional Functions] → [◄—] or [+►] until <REPORT SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 in "Activity Report," on p. 5-47.

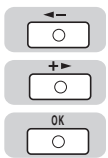
The <REPORT SETTINGS> menu appears.



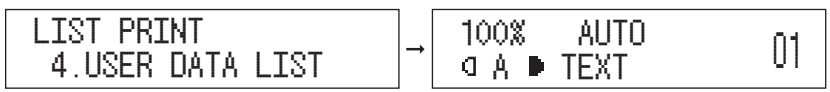
2 Press [◄—] or [+►] until <LIST PRINT> appears → press [OK].

If necessary, see the screen shot in step 3 of "Activity Report," on p. 5-47.

The <LIST PRINT> menu appears.



3 Press [◄—] or [+►] to select <USER DATA LIST> → press [OK].



Printing starts, and the screen returns to the Standby display.

System Manager Settings

6
CHAPTER

This chapter describes settings that can be made by the person in charge of the machine's operation, such as the System Manager.

Specifying the System Manager Settings 6-2
- System Manager ID 6-2
- System Password 6-4
- System Manager's Name 6-5

Department ID Management 6-7
- Specifying Department ID Management 6-8
- Registering the Department ID, Password, and Page Limit 6-9
- Erasing the Department ID and Password 6-15
- Checking Counter Information 6-17
- Printing Counter Information 6-20
- Clearing Page Totals 6-21
- Accepting Print Jobs with Unknown IDs 6-22

Managing User IDs 6-24

Remote UI 6-26

Restricting Access to Destinations 6-28

Checking the TX/RX Log 6-30

Restricting the USB Interface Port 6-32

Device Information Settings 6-34

Specifying the System Manager Settings

You can set an ID and a password for the System Manager. Once the System Manager ID and System Password are set, only the System Manager can store and change the System Settings.

IMPORTANT

Attaching the optional Card Reader-E1, erases the System Manager ID and System Password that have been stored.

NOTE

- For instructions on entering characters, see "Entering Characters," on p. 2-8.
- The maximum number of digits that you can store for the System Manager ID and System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.

System Manager ID

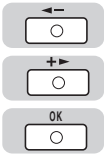
You must set a System Manager ID in order to manage the operation of the machine.

Additional Functions

1 Press [Additional Functions].



The Additional Functions menu appears.

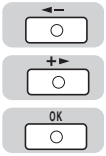


2 Press [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

ADD. FUNCTIONS 9.SYSTEM SETTINGS	→	SYSTEM SETTINGS 1.SYS. MANAGER INFO

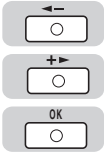
The <SYSTEM SETTINGS> menu appears.



3 Press [◄—] or [+►] until <SYS. MANAGER INFO> appears → press [OK].

SYSTEM SETTINGS 1.SYS. MANAGER INFO	→	SYS. MANAGER INFO 1.SYS. MANAGER ID

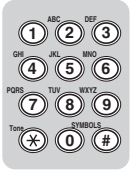
The <SYS. MANAGER INFO> menu appears.



4 Press [◄—] or [+►] until <SYS. MANAGER ID> appears → press [OK].

SYS. MANAGER INFO 1.SYS. MANAGER ID	→	SYS. MANAGER ID 0000000

The <SYS. MANAGER ID> menu appears.



5 Enter a number (up to seven digits) using the numeric keys → press [OK].

You cannot store a System Manager ID with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

If you want to set the System Password continuously, press [OK] and proceed to step 4 of "System Password," on p. 6-4.

SYS. MANAGER ID 1231234	→	SYS. MANAGER INFO 2.SYSTEM PASSWORD

The System Manager ID is stored.

NOTE

If you make a mistake when entering a number, press (C) (Clear) to clear the entire number → enter the correct number.

Stop

6 Press [Stop] to return to the Standby display.

System Password

Follow the procedure below to set the System Password.

Additional Functions

◄–

+►

OK

1 Press [Additional Functions] → [◄–] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "System Manager ID," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

The <SYSTEM SETTINGS> menu appears.

◄–

+►

OK

2 Press [◄–] or [+►] until <SYS. MANAGER INFO> appears → press [OK].

If necessary, see the screen shots in step 3 of "System Manager ID," on p. 6-2.

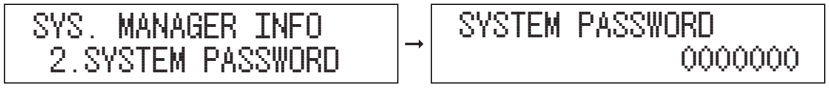
The <SYSTEM MANAGER INFO> menu appears.

◄–

+►

OK

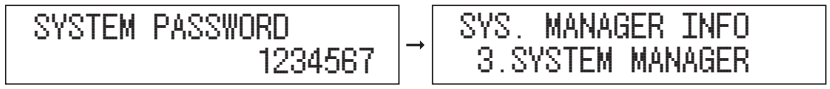
3 Press [◄–] or [+►] until <SYSTEM PASSWORD> appears → press [OK].



The <SYSTEM PASSWORD> menu appears.



4 Enter a number (up to seven digits) using the numeric keys → press [OK].



The System Password is stored, and the screen returns to the <SYS. MANAGER INFO> menu.

NOTE

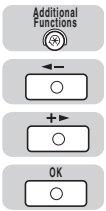
If you make a mistake when entering the password, press (C) (Clear) to clear the entire password → enter the correct password.



5 Press [Stop] to return to the Standby display.

System Manager's Name

Follow the procedure below to set the System Manager's name.

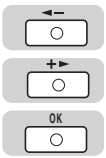


1 Press [Additional Functions] → [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "System Manager ID," on p. 6-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

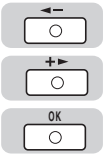
The <SYSTEM SETTINGS> menu appears.



2 Press [◄—] or [+►] until <SYS. MANAGER INFO> appears → press [OK].

If necessary, see the screen shots in step 3 of "System Manager ID," on p. 6-2.

The <SYSTEM MANAGER INFO> menu appears.



3 Press [◄—] or [+►] to select <SYSTEM MANAGER> → press [OK].

SYS. MANAGER INFO 3.SYSTEM MANAGER	→	SYSTEM MANAGER :A _

The <SYSTEM MANAGER> menu appears.



4 Enter the System Manager's name (up to 32 characters) using the numeric keys → press [OK].

SYSTEM MANAGER :A JOHN	→	SYSTEM SETTINGS 2.DEVICE INFO

The System Manager's Name is stored, and the screen returns to the <SYSTEM SETTINGS> menu.



5 Press [Stop] to return to the Standby display.

Department ID Management

You can register a Department ID and password for each department, and manage the machine by limiting its use to only those who enter the correct Department ID and password.

Department IDs and passwords for up to 1,000 departments can be registered. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

With Department ID Management, the following settings can be specified:

- Turn Department ID Management 'ON' or 'OFF'.
- Register the Department ID and password.
- Set page limits for scans, prints, and copies.
- Set up copy, scan, print restrictions.

IMPORTANT

If the optional Card Reader-E1 is attached, Department ID Management is automatically activated. (See "Card Reader-E1," on p. 4-16.)

NOTE

- The maximum number of digits that you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.
- You can set the page limit from 0 to 999,999 pages.
- The default setting is 'OFF'.

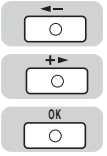
Specifying Department ID Management

Follow the procedure below to enable Department ID Management.



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

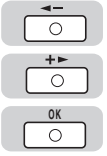


2 Press [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

```
ADD. FUNCTIONS          →   SYSTEM SETTINGS
 9.SYSTEM SETTINGS          1.SYS. MANAGER INFO
```

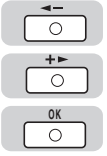
The <SYSTEM SETTINGS> menu appears.



3 Press [◄—] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

```
SYSTEM SETTINGS         →   MANAGE DEPT. ID
 3.MANAGE DEPT. ID                      OFF
```

The <MANAGE DEPT. ID> menu appears.



4 Press [◄—] or [+►] to select <ON> → press [OK].

If you do not want to use Department ID Management, select <OFF>.

```
MANAGE DEPT. ID         →   MANAGE DEPT. ID
                       ON    1.REGISTER DEPT. ID
```

The Department ID Management is set.

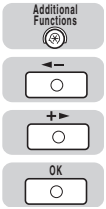


5 Press [Stop] to return to the Standby display.

Registering the Department ID, Password, and Page Limit

You can register the Department ID and password after setting Department ID Management to 'ON'.

Registering the Department ID and password enables you to set copy, print, and scan page limits.

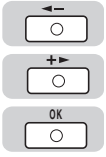


1 Press [Additional Functions] → [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Specifying Department ID Management," on p. 6-8.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

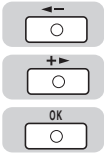
The <SYSTEM SETTINGS> menu appears.



2 Press [◄—] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

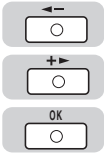
If necessary, see the screen shots in step 3 of "Specifying Department ID Management," on p. 6-8.

The <MANAGE DEPT. ID> menu appears.

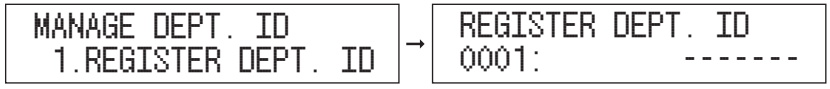


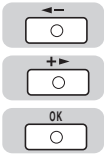
3 Press [◄—] or [+►] to select <ON> → press [OK].

If necessary, see the screen shots in step 4 of "Specifying Department ID Management," on p. 6-8.

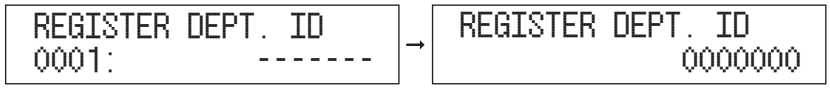


4 Press [◄—] or [+►] until <REGISTER DEPT. ID> appears → press [OK].





5 Press [◄—] or [+►] to select the number to which the department will be designated → press [OK].





6 Enter the Department ID using the numeric keys → press [OK].

You cannot register a Department ID or password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

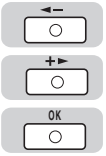
Example: If <02> or <002> is entered, <0000002> is stored.

REGISTER DEPT. ID 1122334	→	REGISTER DEPT. ID 1.PASSWORD

The Department ID is stored.

NOTE

- If you make a mistake when entering a number, press (C) (Clear) to clear the entire number → enter the correct number.
- If you do not want to set a password, you can use the machine by entering only the Department ID.



7 Press [◄—] or [+►] until <PASSWORD> appears → press [OK].

REGISTER DEPT. ID 1.PASSWORD	→	PASSWORD 0000000



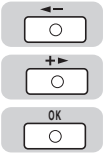
8 Enter the password using the numeric keys → press [OK].

PASSWORD 1234567	→	REGISTER DEPT. ID 2.PAGE LIMIT SET.

The password is stored.

NOTE

If you make a mistake when entering the password, press (C) (Clear) to clear the password → enter the correct password.

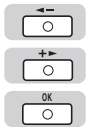


9 Press [◄—] or [+►] until <PAGE LIMIT SET.> appears → press [OK].

REGISTER DEPT. ID 2.PAGE LIMIT SET.	→	PAGE LIMIT SET. 1.TOTAL PRINT

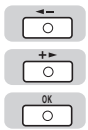
10 Select the desired function.

● **If you want to set a restriction for the total number of prints and copies:**



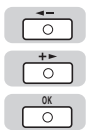
❑ Press [◄–] or [+►] until <TOTAL PRINT> appears → press [OK].

PAGE LIMIT SET. 1.TOTAL PRINT	→	TOTAL PRINT 1.RESTRICT TOTAL



❑ Press [◄–] or [+►] until <RESTRICT TOTAL> appears → press [OK].

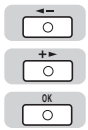
TOTAL PRINT 1.RESTRICT TOTAL	→	RESTRICT TOTAL OFF



❑ Press [◄–] or [+►] to select <ON> → press [OK].

If you do not want to set a total page limit, select <OFF>.

RESTRICT TOTAL ON	→	TOTAL PRINT 2.PAGE TOTALS



❑ Press [◄–] or [+►] until <PAGE TOTALS> appears → press [OK].

TOTAL PRINT 2.PAGE TOTALS	→	PAGE TOTALS 000000

NOTE

<TOTAL PRINT> is the sum of <COPY LIMIT> and <PRINT LIMIT>.



❑ Enter the maximum number of copies and prints that can be made by the registered Department ID using the numeric keys → press [OK].

PAGE TOTALS 001000	→	PAGE LIMIT SET. 2.COPY

The Total Print is set.

● **If you want to set a page limit restriction for copying:**

❑ Press [◄—] or [+►] until <COPY> appears → press [OK].

PAGE LIMIT SET. 2.COPY	→	COPY 1.RESTRICT COPY	

❑ Press [◄—] or [+►] until <RESTRICT COPY> appears → press [OK].

COPY 1.RESTRICT COPY	→	RESTRICT COPY OFF	

❑ Press [◄—] or [+►] to select <ON> → press [OK].

If you do not want to set a page limit restriction for copies, select <OFF>.

RESTRICT COPY ON	→	COPY 2.COPY LIMIT	

❑ Press [◄—] or [+►] until <COPY LIMIT> appears → press [OK].

COPY 2.COPY LIMIT	→	COPY LIMIT 000000	

❑ Enter the maximum number of pages that can be copied by the registered Department ID using the numeric keys → press [OK].

COPY LIMIT 005000	→	PAGE LIMIT SET. 3.SCAN	

The Copy Limit is set.

● **If you want to set a page limit restriction for scanning:**

IMPORTANT

<SCAN> is displayed only if the optional Super G3 FAX Board is installed.

❑ Press [◄—] or [+►] until <SCAN> appears → press [OK].

PAGE LIMIT SET. 3.SCAN	→	SCAN 1.RESTRICT B&W SCAN	

❑ Press [◄—] or [+►] until <RESTRICT B&W SCAN> appears → press [OK].

SCAN 1.RESTRICT B&W SCAN	→	RESTRICT B&W SCAN OFF	

❑ Press [◄–] or [+ ►] to select <ON> → press [OK].

If you do not want to set a page limit restriction for scans, select <OFF>.

RESTRICT B&W SCAN ON	→	SCAN 2.SCAN LIMIT

❑ Press [◄–] or [+ ►] until <SCAN LIMIT> appears → press [OK].

SCAN 2.SCAN LIMIT	→	SCAN LIMIT 000000

❑ Enter the maximum number of pages that can be scanned by the registered Department ID using the numeric keys → press [OK].

SCAN LIMIT 005000	→	PAGE LIMIT SET. 4.PRINT

The Scan Limit is set.

● If you want to set a page limit restriction for printing:

❑ Press [◄–] or [+ ►] until <PRINT> appears → press [OK].

PAGE LIMIT SET. 4.PRINT	→	PRINT 1.RESTRICT PRINT

❑ Press [◄–] or [+ ►] until <RESTRICT PRINT> appears → press [OK].

PRINT 1.RESTRICT PRINT	→	RESTRICT PRINT OFF

❑ Press [◄–] or [+ ►] to select <ON> → press [OK].

If you do not want to set a page limit restriction for prints, select <OFF>.

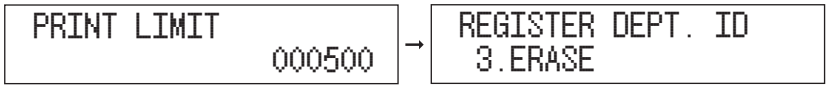
RESTRICT PRINT ON	→	PRINT 2.PRINT LIMIT

❑ Press [◄–] or [+ ►] until <PRINT LIMIT> appears → press [OK].

PRINT 2.PRINT LIMIT	→	PRINT LIMIT 000000



❑ Enter the maximum number of pages that can be printed by the registered Department ID using the numeric keys → press [OK].



The Print Limit is set.

IMPORTANT

- The machine stops sending a fax if the Scan Limit is reached while faxing a document directly to the recipient.
- The machine stops scanning if the Scan Limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)

NOTE

- If you make a mistake when entering a number, press (C) (Clear) to clear the number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.



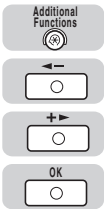
11 Press [Stop] to return to the Standby display.

Erasing the Department ID and Password

You can erase the Department ID and password that you have registered.

NOTE

If Department ID Management is activated through the optional Card Reader-E1, you cannot delete the Department ID.

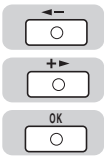


1 Press [Additional Functions] → [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Specifying Department ID Management," on p. 6-8.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

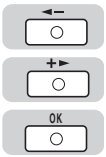
The <SYSTEM SETTINGS> menu appears.



2 Press [◄—] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

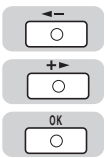
If necessary, see the screen shots in step 3 of "Specifying Department ID Management," on p. 6-8.

The <MANAGE DEPT. ID> menu appears.



3 Press [◄—] or [+►] to select <ON> → press [OK].

If necessary, see the screen shots in step 4 of "Specifying Department ID Management," on p. 6-8.



4 Press [◄—] or [+►] until <REGISTER DEPT. ID> appears → press [OK].

If necessary, see the screen shots in step 4 of "Registering the Department ID, Password, and Page Limit," on p. 6-9.

The <REGISTER DEPT. ID> menu appears.

5 **Press [◄—] or [+►] to select the Department ID you want to erase → press [OK].**

REGISTER DEPT. ID 0001: 1122334	→	REGISTER DEPT. ID 1122334

6 **Press [OK].**

REGISTER DEPT. ID 1122334	→	REGISTER DEPT. ID 1.PASSWORD

7 **Press [◄—] or [+►] until <ERASE> appears → press [OK].**

REGISTER DEPT. ID 3.ERASE	→	ERASE OFF

8 **Press [◄—] or [+►] to select <ON> → press [OK].**

If you do not want to erase the selected Department ID, select <OFF>.

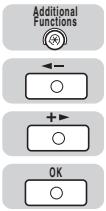
ERASE ON	→	REGISTER DEPT. ID 0001: -------

The selected Department ID and all of its settings are erased.

9 **Press [Stop] to return to the Standby display.**

Checking Counter Information

You can check how many papers were used by each department.

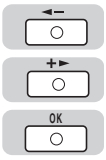


1 Press [Additional Functions] → [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Specifying Department ID Management," on p. 6-8.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

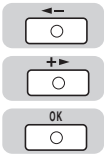
The <SYSTEM SETTINGS> menu appears.



2 Press [◄—] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

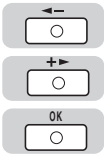
If necessary, see the screen shots in step 3 of "Specifying Department ID Management," on p. 6-8.

The <MANAGE DEPT. ID> menu appears.

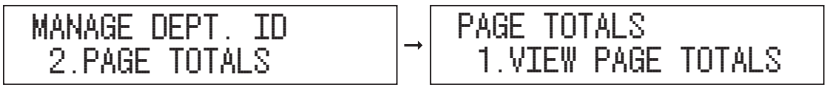


3 Press [◄—] or [+►] to select <ON> → press [OK].

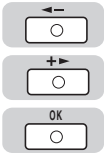
If necessary, see the screen shots in step 4 of "Specifying Department ID Management," on p. 6-8.



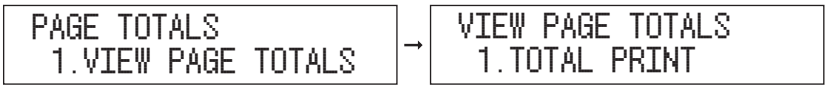
4 Press [◄—] or [+►] until <PAGE TOTALS> appears → press [OK].



The <PAGE TOTALS> menu appears.



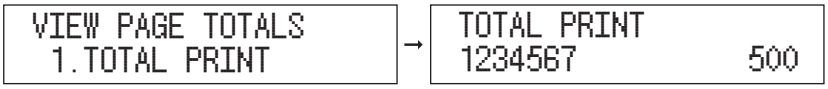
5 Press [◄—] or [+►] until <VIEW PAGE TOTALS> appears → press [OK].



6 Select the desired function.

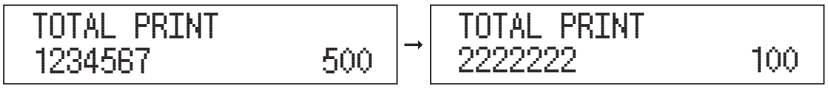
● **If you want to view the counter information for prints and copies:**

❑ Press [◄—] or [+►] until <TOTAL PRINT> appears → press [OK].



NOTE
<TOTAL PRINT> is the sum of <COPY LIMIT> and <PRINT LIMIT>.

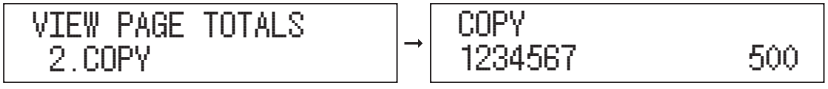
❑ Press [◄—] or [+►] to display the desired Department ID → check the counter information → proceed to step 7.



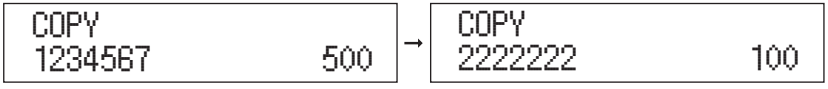
NOTE
Press and hold down [◄—] or [+►] to quickly and continuously scroll through the registered Department IDs. Continuous scrolling is useful when a large number of Department IDs are registered.

● **If you want to view the counter information for copies:**

❑ Press [◄—] or [+►] until <COPY> appears → press [OK].



❑ Press [◄—] or [+►] to display the desired Department ID → check the counter information → proceed to step 7.



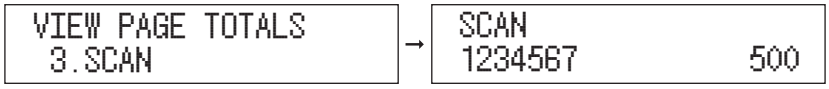
NOTE
Press and hold down [◄—] or [+►] to quickly and continuously scroll through the registered Department IDs. Continuous scrolling is useful when a large number of Department IDs are registered.

● **If you want to view the counter information for fax document scans:**

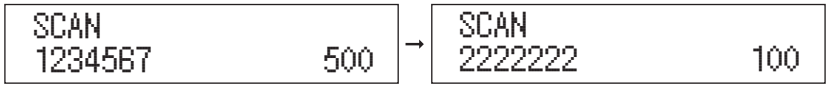
IMPORTANT

<SCAN> is displayed only if the optional Super G3 FAX Board is installed.

❑ Press [◄–] or [+►] until <SCAN> appears → press [OK].



❑ Press [◄–] or [+►] to display the desired Department ID → check the counter information → proceed to step 7.

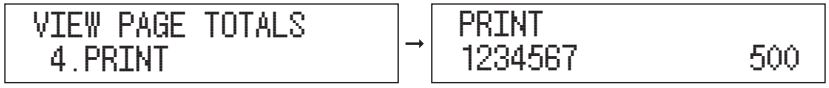


NOTE

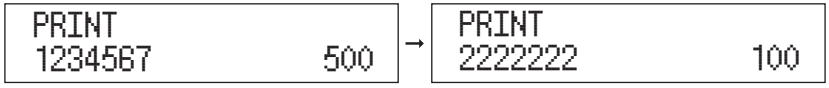
Press and hold down [◄–] or [+►] to quickly and continuously scroll through the registered Department IDs. Continuous scrolling is useful when a large number of Department IDs are registered.

● **If you want to view the counter information for prints:**

❑ Press [◄–] or [+►] until <PRINT> appears → press [OK].



❑ Press [◄–] or [+►] to display the desired Department ID → check the counter information → proceed to step 7.



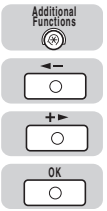
NOTE

Press and hold down [◄–] or [+►] to quickly and continuously scroll through the registered Department IDs. Continuous scrolling is useful when a large number of Department IDs are registered.

7 Press [Stop] to return to the Standby display.

Printing Counter Information

You can print a list of how many papers were used by each department.

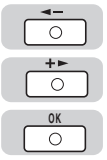


1 Press [Additional Functions] → [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Specifying Department ID Management," on p. 6-8.

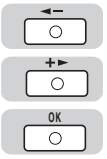
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

The <SYSTEM SETTINGS> menu appears.



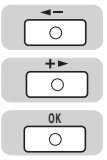
2 Press [◄—] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

If necessary, see the screen shots in step 3 of "Specifying Department ID Management," on p. 6-8.



3 Press [◄—] or [+►] to select <ON> → press [OK].

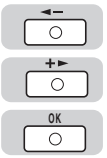
If necessary, see the screen shots in step 4 of "Specifying Department ID Management," on p. 6-8.



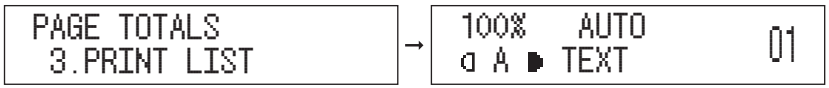
4 Press [◄—] or [+►] until <PAGE TOTALS> appears → press [OK].

If necessary, see the screen shots in step 4 of "Checking Counter Information," on p. 6-17.

The <PAGE TOTALS> menu appears.



5 Press [◄—] or [+►] to select <PRINT LIST> → press [OK].



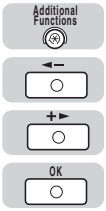
Printing starts, and the screen automatically returns to the Standby display.

NOTE

The counter information can be printed only if 11" × 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'ON' when you select 'OTHER' for a paper source in Drawer Eligibility For APS/ADS in COMMON SETTINGS (from the Additional Function menu). (See "Auto Paper Selection/Auto Drawer Switching," on p. 5-23.)

Clearing Page Totals

You can clear the page totals made for all departments or for specific departments.

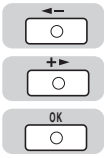


1 Press [Additional Functions] → [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Specifying Department ID Management," on p. 6-8.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

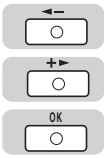
The <SYSTEM SETTINGS> menu appears.



2 Press [◄—] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

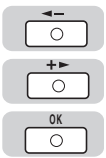
If necessary, see the screen shots in step 3 of "Specifying Department ID Management," on p. 6-8.

The <MANAGE DEPT. ID> menu appears.



3 Press [◄—] or [+►] to select <ON> → press [OK].

If necessary, see the screen shots in step 4 of "Specifying Department ID Management," on p. 6-8.



4 Press [◄—] or [+►] until <PAGE TOTALS> appears → press [OK].

If necessary, see the screen shots in step 4 of "Checking Counter Information," on p. 6-17.

The <PAGE TOTALS> menu appears.

5 Press [◄—] or [+►] until <CLEAR ALL TOTAL> appears → press [OK].

PAGE TOTALS 2.CLEAR ALL TOTAL	→	CLEAR ALL TOTAL OFF

6 Press [◄—] or [+►] to select <ON> → press [OK].

If you do not want to clear the page totals, select <OFF>.

CLEAR ALL TOTAL ON	→	PAGE TOTALS 3.PRINT LIST

The page totals are cleared.

7 Press [Stop] to return to the Standby display.

Accepting Print Jobs with Unknown IDs

You can specify whether to accept or reject print jobs from computers that do not correspond with a registered Department ID.

NOTE

The default setting is 'ON'.

1 Press [Additional Functions] → [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Specifying Department ID Management," on p. 6-8.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

The <SYSTEM SETTINGS> menu appears.

2 Press [◄—] or [+►] until <MANAGE DEPT. ID> appears → press [OK].

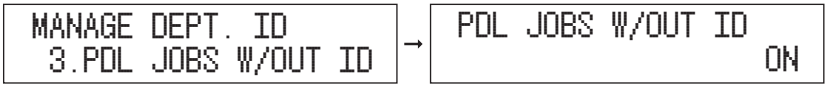
If necessary, see the screen shots in step 3 of "Specifying Department ID Management," on p. 6-8.

The <MANAGE DEPT. ID> menu appears.

3 Press [◄—] or [+►] to select <ON> → press [OK].

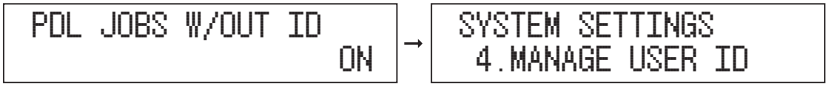
If necessary, see the screen shots in step 4 of "Specifying Department ID Management," on p. 6-8.

4 Press [◄—] or [+►] until <PDL JOBS W/OUT ID> appears → press [OK].



The <PDL JOBS W/OUT ID> menu appears.

5 Press [◄—] or [+►] to select <ON> or <OFF> → press [OK].



Details of each item are shown below.

<ON>: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

<OFF>: The machine does not accept print jobs from computers that do not correspond with a registered Department ID, and you must enter a Department ID and password to operate the machine.

The selected mode is set.

6 Press [Stop] to return to the Standby display.

Managing User IDs

You can set whether or not to use the User ID Management.
The User ID Management function enables you to register information for each of the User IDs from 0001 to 1000.

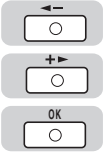
NOTE
- The User ID and password can be registered only from the Remote UI. For more information on the User ID Management, see the *Remote UI Guide*.
- You need to register the User ID and password before you set this mode to 'ON'.
- One Department ID can be registered for each User ID.



1 Press [Additional Functions].

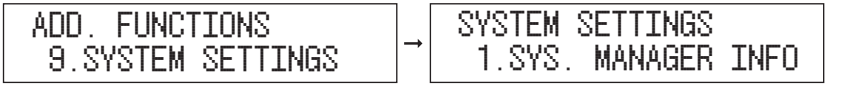


The Additional Functions menu appears.

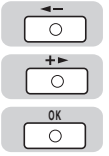


2 Press [◄–] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

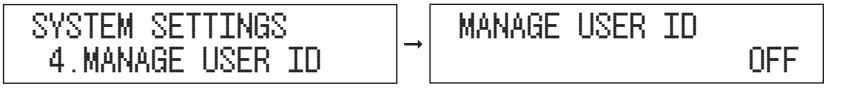
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).



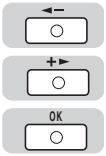
The <SYSTEM SETTINGS> menu appears.



3 Press [◄–] or [+►] until <MANAGE USER ID> appears → press [OK].

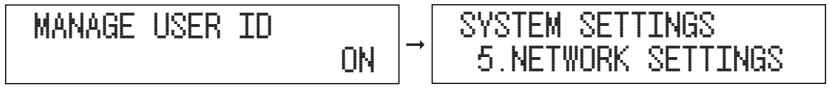


The <MANAGE USER ID> menu appears.



4 Press [◄—] or [+►] to select <ON> or <OFF> → press [OK].

If you do not want to use the User ID Management, select <OFF>.



The selected mode is set.



5 Press [Stop] to return to the Standby display.

Remote UI

You can set whether to enable the Remote UI (User Interface) to operate the machine and change settings.

The imageRUNNER 2020/2016 comes standard equipped with a direct Ethernet connection interface. Once the Ethernet interface port is configured properly, the imageRUNNER 2020/2016 can be controlled and set up through the Remote UI and network. You can also use the Remote UI to fax from your computer using the Ethernet connection.

NOTE

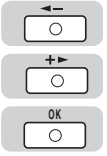
- For more information on the Remote UI, see the *Remote UI Guide*.
- For instructions on configuring the Ethernet port, see the *Network Guide*.
- The default setting is 'ON'.



1 Press [Additional Functions].

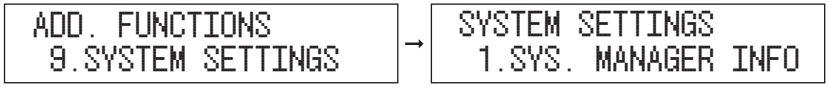


The Additional Functions menu appears.

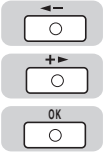


2 Press [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

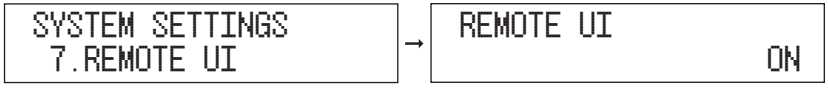
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).



The <SYSTEM SETTINGS> menu appears.

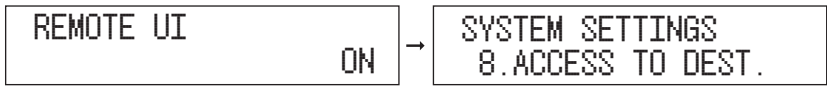


3 Press [◄—] or [+►] until <REMOTE UI> appears → press [OK].



The <REMOTE UI> menu appears.

4 Press [◄—] or [+►] to select <ON> or <OFF> → press [OK].



Details of each item are shown below.

<ON>: Settings can be specified and the machine can be operated through the Remote UI.

<OFF>: Settings cannot be specified and the machine cannot be operated through the Remote UI.

The selected mode is set.

5 Press [Stop] to return to the Standby display.

NOTE

The Remote UI is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON).

Restricting Access to Destinations

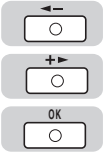
This mode enables you to restrict the entering of new addresses, and restrict the sending of faxes from computers using the fax driver.



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

The Additional Functions menu appears.

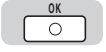


2 Press [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

```
ADD. FUNCTIONS          →  SYSTEM SETTINGS
 9.SYSTEM SETTINGS          1.SYS. MANAGER INFO
```

The <SYSTEM SETTINGS> menu appears.

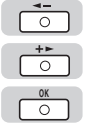


3 Press [◄—] or [+►] until <ACCESS TO DEST.> appears → press [OK].

```
SYSTEM SETTINGS         →  ACCESS TO DEST.
 8.ACCESS TO DEST.          1.RESTRICT NEW ADD.
```

The <ACCESS TO DEST.> menu appears.

● **If you want to restrict the entering of new addresses:**



❑ Press [◄—] or [+►] to select <RESTRICT NEW ADD.> → press [OK].

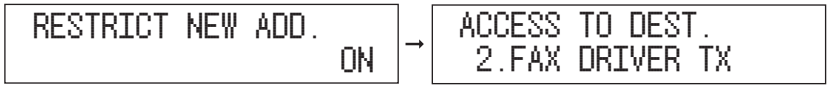
```
ACCESS TO DEST.         →  RESTRICT NEW ADD.
 1.RESTRICT NEW ADD.                    OFF
```

❑ Press [◄–] or [+ ►] to select <ON> → press [OK].

When you select <ON>, the following actions are restricted:

- Specifying a destination using the numeric keys.
- Changing registered destinations.
- Registering new destinations.

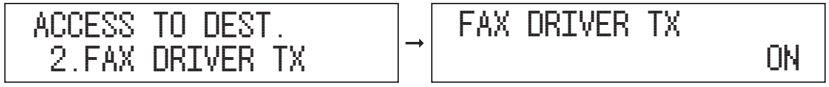
If you do not want to restrict the entering of new addresses, select <OFF>.



The selected mode is set.

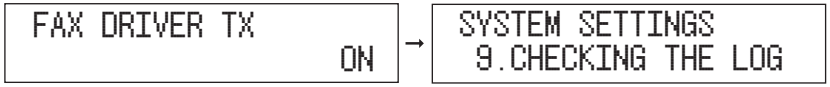
● **If you want to allow the sending of faxes from a computer using the fax driver:**

❑ Press [◄–] or [+ ►] to select <FAX DRIVER TX> → press [OK].



❑ Press [◄–] or [+ ►] to select <ON> → press [OK].

If you do not want to allow the sending of faxes from a computer using the fax driver, select <OFF>.



The selected mode is set.

4 Press [Stop] to return to the Standby display.

Checking the TX/RX Log

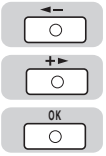
You can specify whether or not to check the <TX/RX LOG>. When you set <CHECKING THE LOG> to 'ON', you can check the <TX/RX LOG> using System Monitor screen. When you set <CHECKING THE LOG> to 'OFF', the System Monitor screen cannot be used to check the <TX/RX LOG>, and the Activity Report will not be printed out automatically.



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

The Additional Functions menu appears.

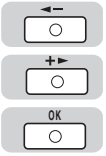


2 Press [◄–] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

```
ADD. FUNCTIONS          SYSTEM SETTINGS
 9.SYSTEM SETTINGS   →   1.SYS. MANAGER INFO
```

The <SYSTEM SETTINGS> menu appears.

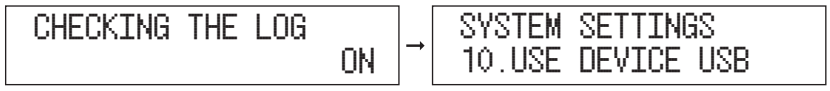


3 Press [◄–] or [+►] until <CHECKING THE LOG> appears → press [OK].

```
SYSTEM SETTINGS          CHECKING THE LOG
 9.CHECKING THE LOG  →                  ON
```

The <CHECKING THE LOG> menu appears.

4 Press [◄—] or [+►] to select <ON> or <OFF> → press [OK].



Details of each item are shown below.

<ON>: You can check the TX/RX log using the System Monitor screen.

<OFF>: You cannot check the TX/RX log using the System Monitor screen.

The selected mode is set.

5 Press [Stop] to return to the Standby display.

Restricting the USB Interface Port

Follow the procedure below to restrict jobs through the USB interface.

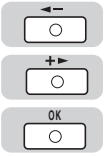
NOTE
The default setting is 'ON'.



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

The Additional Functions menu appears.

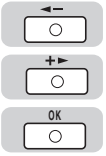


2 Press [◄–] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

```
ADD. FUNCTIONS          SYSTEM SETTINGS
 9.SYSTEM SETTINGS   →   1.SYS. MANAGER INFO
```

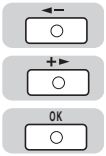
The <SYSTEM SETTINGS> menu appears.



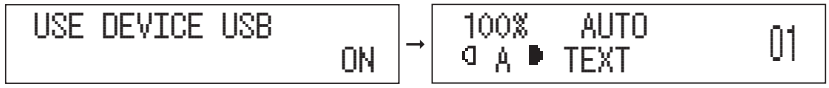
3 Press [◄–] or [+►] until <USE DEVICE USB> appears → press [OK].

```
SYSTEM SETTINGS          USE DEVICE USB
10.USE DEVICE USB   →                ON
```

The <USE DEVICE USB> menu appears.



4 Press [◄—] or [+►] to select <ON> or <OFF> → press [OK].



Details of each item are shown below.

<ON>: The machine accepts jobs through the USB interface.

<OFF>: The machine does not accept jobs through the USB interface.

The selected mode is set, and the screen returns to the Standby display.

5 Restart the machine.

Turn OFF the machine, wait at least 10 seconds, and then turn it ON.

Device Information Settings

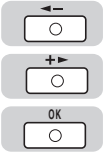
Device Information enables you to set a name for the machine, and enter information regarding its location.



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

The Additional Functions menu appears.

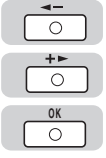


2 Press [◄—] or [+►] until <SYSTEM SETTINGS> appears → press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys → press (ID) (ID).

```
ADD. FUNCTIONS          SYSTEM SETTINGS
 9.SYSTEM SETTINGS   →   1.SYS. MANAGER INFO
```

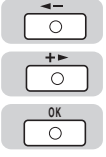
The <SYSTEM SETTINGS> menu appears.



3 Press [◄—] or [+►] until <DEVICE INFO> appears → press [OK].

```
SYSTEM SETTINGS          DEVICE INFO
 2.DEVICE INFO      →     1.DEVICE NAME
```

The <DEVICE INFO> menu appears.



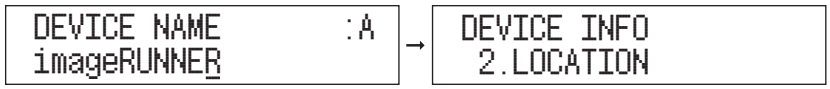
4 Press [◄—] or [+►] to select <DEVICE NAME> → press [OK].

```
DEVICE INFO              DEVICE NAME        :A
 1.DEVICE NAME      →     _
```



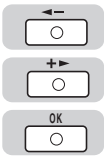
5 Enter the name of the machine using the numeric keys → press [OK].

The maximum number of characters that can be entered is 32.

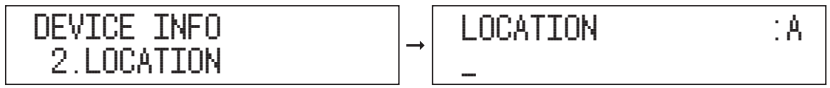


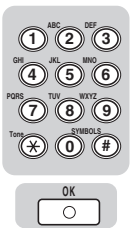
NOTE

For instructions on entering characters, see "Entering Characters," on p. 2-8.



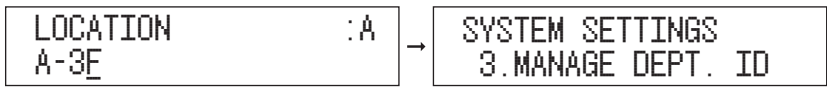
6 Press [◄—] or [+►] to select <LOCATION> → press [OK].





7 Enter the location of the machine using the numeric keys → press [OK].

The maximum number of characters that can be entered is 32.



The device name and the location of the machine are set.

NOTE

For instructions on entering characters, see "Entering Characters," on p. 2-8.



8 Press [Stop] to return to the Standby display.

Routine Maintenance

7
CHAPTER

This chapter describes how to load paper, perform routine cleaning operations, and replace consumables, such as toner and staple cartridges.

Paper Drawers 7-2
Loading Paper 7-2
Adjusting a Paper Drawer to Hold a Different Paper Size 7-7
Feeder (DADF-P1) (Optional) 7-12
Replacing the Stamp Cartridge 7-12
Replacing the Toner Cartridge 7-15
Replacing the Staple Cartridge. 7-20
Routine Cleaning 7-24
Platen Glass and Cover 7-25
Manual Feeder Cleaning 7-26
Automatic Feeder Cleaning 7-30
Transcription Roller Cleaning 7-31
Drum Cleaning 7-32
Fuser Roller Cleaning 7-33
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Prevent Paper Curls or Jams 7-36
Prevent Paper Jams in the Two-Sided Mode 7-37
Using Lightweight Paper 7-38
Setting the Special Bond Fixing Mode 7-39
Setting the Fixing Unit Offset Mode 7-40
Feeder Smudge Adjustment 7-41
Consumables 7-42

Paper Drawers

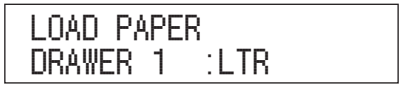
This section describes how to load paper in the paper drawers.

NOTE

- The following paper sizes can be loaded in the paper drawers 1, 2, 3, and 4:
  - LGL
  - LTR
  - LTRR
  - 11" × 17"
  - STMT
- Paper drawer 2 is standard on imageRUNNER 2020, or can be added to imageRUNNER 2016 by attaching the optional Cassette Feeding Module-J1.
- Paper drawer 3 and 4 can be added by attaching the optional Cassette Feeding Module-K1.
- For more information on available paper stock which can be loaded in the paper drawers, see "Available Paper Stock," on p. 2-24.

Loading Paper

If the selected paper runs out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the LCD display, and the error indicator blinks in red.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

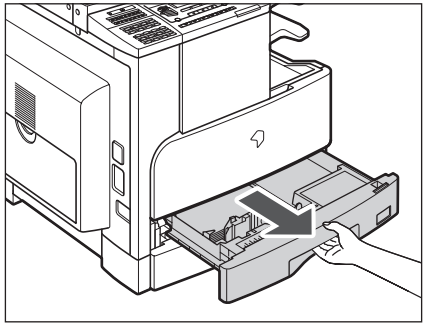
IMPORTANT

- A screen prompting you to load paper also appears if the selected paper drawer is not fully inserted into the machine. Make sure that the paper drawer is properly in place.
- Do not load nonstandard paper sizes into the paper drawers.
- Do not load the following types of paper into the paper drawers, as this may cause paper jams:
  - Severely curled or wrinkled paper
  - Lightweight straw paper: less than 17 lb bond (64 g/m^2) (approximately)
  - Transparencies
  - Envelopes
  - Labels
  - Paper on which color images have been copied (Do not copy on the reverse side either.)
  - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side this paper either.)
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- Never place paper or any other items in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.

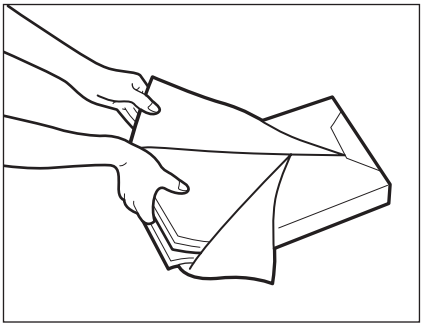
NOTE

- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper drawer, the remaining prints are made after you press [OK].
- To cancel printing, press (Stop).

1 Grip the handle of the paper drawer and pull out the paper drawer until it stops.



2 Open a package of paper, and remove the paper stack from package.



CAUTION

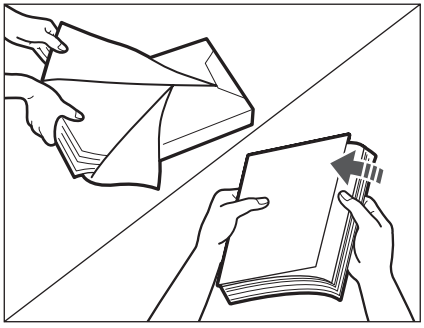
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

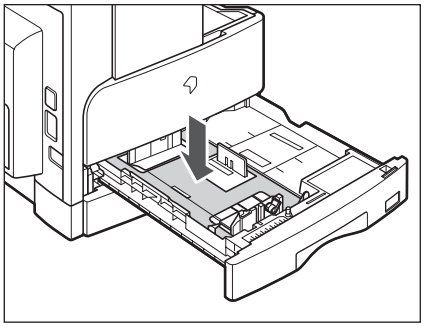
Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

NOTE

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.



3 Push down the metal plate to lock.

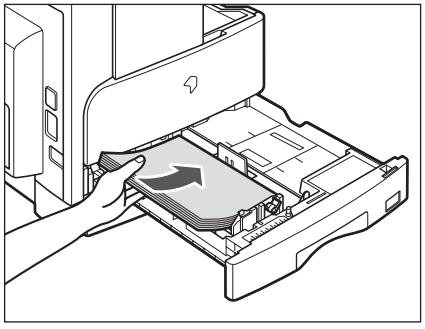


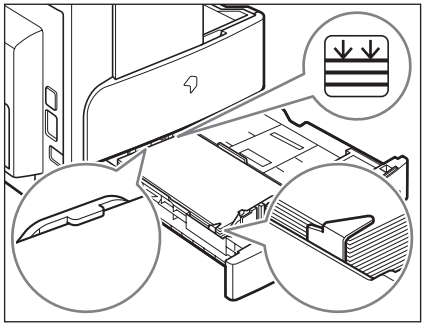
4 Load the paper stack into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the end guide of the paper drawer.

When loading paper in the paper drawer for the first time, set the size plate and the paper-size detecting lever for the paper being loaded. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)

When loading paper in the paper drawer, make sure that the paper size setting of the paper drawer matches the size of paper. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)





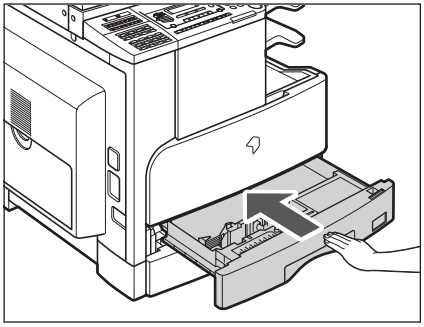
IMPORTANT

- Paper which has been rolled or curled must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark ( ) at the back of the paper drawer and the corners are below the paper size guide clips.
- Be sure to set the paper-size detecting lever correctly. If the lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.

NOTE

- Each paper drawer holds about 250 sheets of paper (20 lb bond (80 g/m^2)).
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper drawer, the side facing up is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 9-11.

5 Gently push the paper drawer back into the machine until it clicks into space in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

You will not be able to make copies or prints if you load paper that exceeds the loading limit, or if the paper drawer is not completely pushed into the machine. Always check that the paper drawers are in place, and that the paper does not exceed the loading limit.

NOTE

If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the LCD display. The machine automatically restarts, and produces the remaining copies or prints.

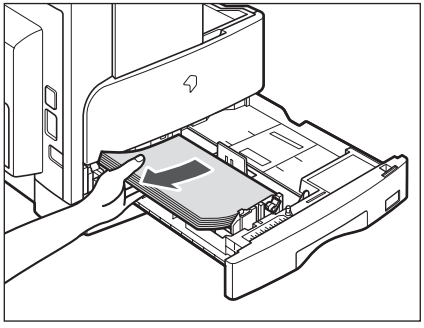
Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to change the size of paper in a paper drawer, follow the procedure described below to adjust the paper drawer guides.

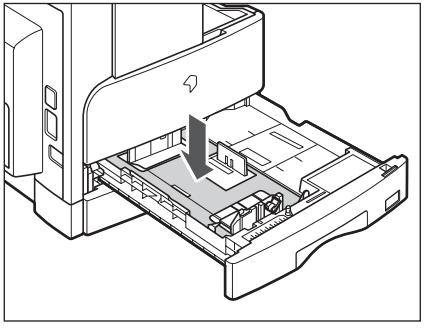
NOTE

Please contact your Canon service representative about the settings for U1, U2, and U3 paper.

1 Pull out the paper drawer, and remove all the loaded paper.

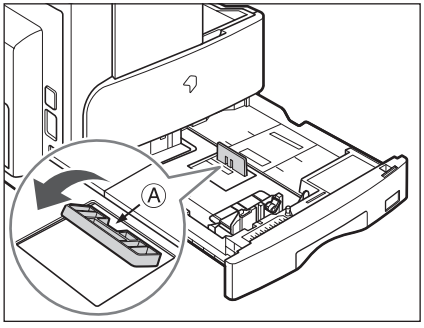


2 Push down the metal plate to lock.



3 Detach the end guide and reattach it to the slots with the mark indicating the desired paper size.

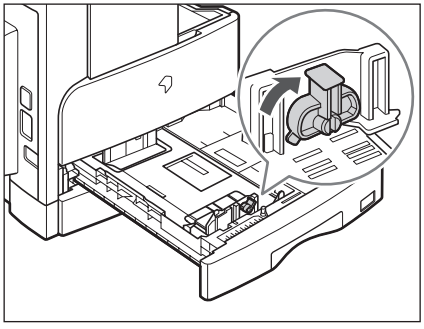
Detach the end guide by pressing down and forward. Align the end guide with the mark indicating the desired paper size. Reattach the end guide by tilting it forward and inserting the tabs at both ends into the slots. The end guide should then be returned to its vertical, upright position.



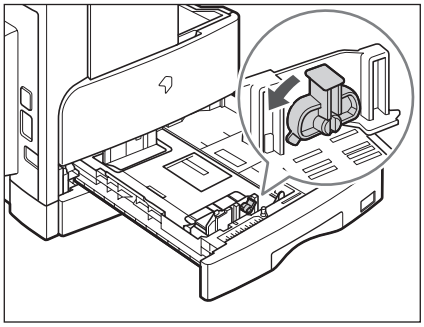
NOTE

- Attach the end guide while pressing down the point indicated with 'A'.
- When you set for 11" × 17" paper, attach the end guide to the 11" × 17" indicator on the rear right side of the paper drawer.

4 Lift the lock lever on the side guide to its upright position and slide the side guide to the groove marked for the desired paper size.



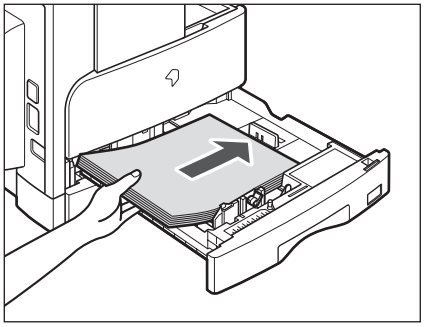
5 Lower the lock lever to the left to lock the side guide.



IMPORTANT

Be sure to set the lock lever correctly. If the lock lever is positioned incorrectly to the type of paper loaded in the paper drawer, the wrong paper type will be shown on the screen. This may also cause paper jams, dirty prints, or make the inside the machine dirty.

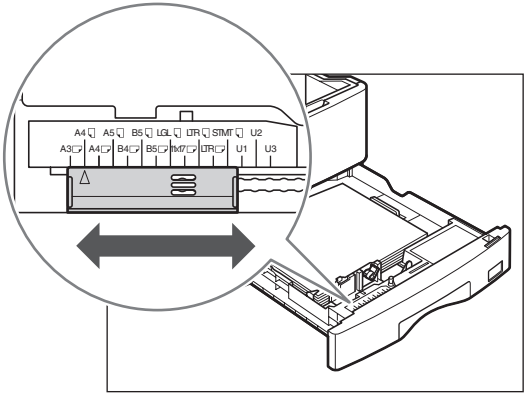
6 Load the appropriate size paper into the paper drawer.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

7 Set the paper-size detecting lever, located on the left side of the paper drawer, to match the size of the paper being loaded.



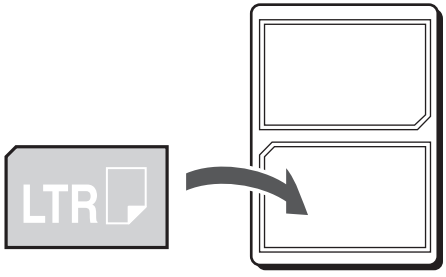
IMPORTANT

Be sure to set the paper-size detecting lever correctly. If the lever is positioned incorrectly to the size of paper loaded in the paper drawer, the wrong paper size will be shown on the LCD. This may also cause paper jams, dirty prints, or make the inside the machine dirty.

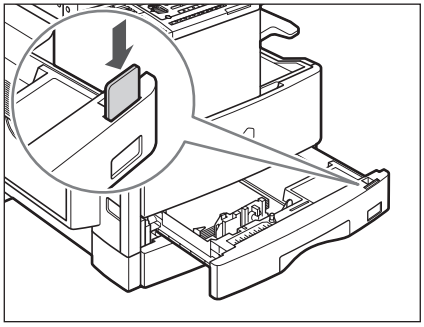
NOTE

<LTRR> displayed on the LCD indicates the paper size label or punch mark of 'LTR ▭' on the paper drawers.

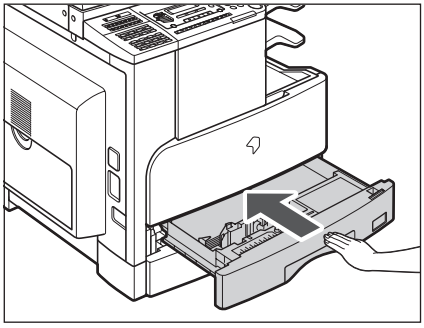
8 Stick the appropriate paper size label on the paper size plate.



9 **Change the paper size plate to match the new paper size.**



10 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

Feeder (DADF-P1) (Optional)

Originals sent by fax via the feeder can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or no longer visible.

IMPORTANT

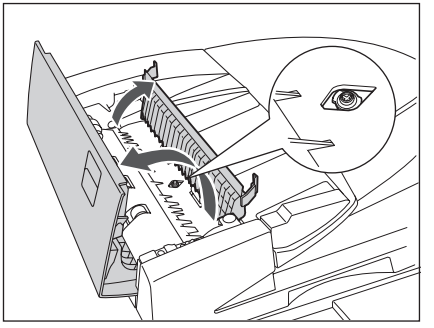
When replacing the stamp cartridge, take care not to allow ink to come in contact with your hands or clothing. If ink gets onto your hands or clothing, wash it off immediately with water.

NOTE

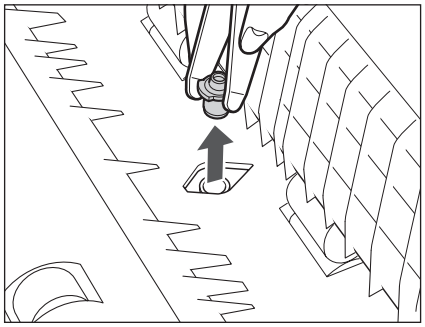
The stamp cartridge is available only if the optional Super G3 FAX Board is attached.

Replacing the Stamp Cartridge

1 Open the feeder cover, then open the inner cover by holding the green handle toward you.



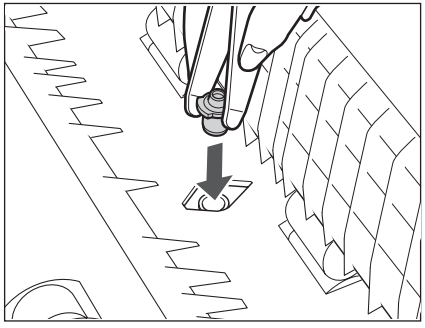
2 Remove the old stamp cartridge using the tweezers.



NOTE

Widen the tweezers if necessary.

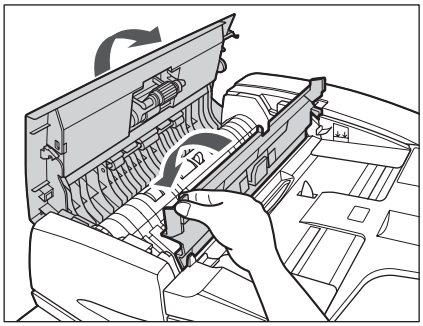
3 Insert a new stamp cartridge into the feeder until it clicks using the tweezers.



IMPORTANT

- Set the stamp cartridge so that the two projections on the cartridge are aligned with the hollows on the feeder.
- Be careful that the stamping surface of the stamp cartridge does not protrude.
- Insert the stamp cartridge properly, or it may cause paper jams.

4 Gently close the inner cover and the feeder cover until it clicks.



CAUTION

When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the Toner Cartridge

When there is only a small amount of toner remaining in the machine, the message <TONER LOW/PREPARE NEW TONER> blinks on the LCD display. You can continue printing, but at this time you should purchase a new toner cartridge to have it available when needed.

```
TONER LOW
PREPARE NEW TONER
```

When toner runs out completely and prints can no longer be made, the message <OUT OF TONER/CHANGE TONER> appears on the LCD display. Follow the procedure described below to help you replace the toner cartridge.

```
OUT OF TONER
CHANGE TONER
```

WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges or paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.**

CAUTION

- **Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.**
- **Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.**

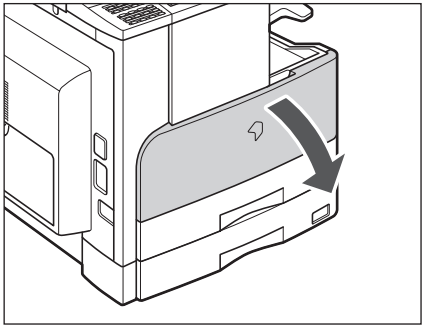
IMPORTANT

- Use only the toner cartridge recommended for use on this machine.
- Do not replace toner cartridges until the message prompting you to do so appears.
- Do not attempt to replace the toner cartridge while the machine is printing.

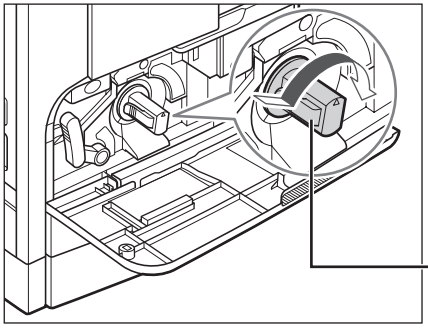
NOTE

- When the message <TONER LOW/PREPARE NEW TONER> appears, approximately 100 prints can still be made. However, since this number may vary depending upon the original, it is recommended to replace the toner cartridge soon after the <TONER LOW/PREPARE NEW TONER> message appears.
- If the toner runs out during a print job, the machine will start printing the remaining pages automatically after you replace the toner cartridge.

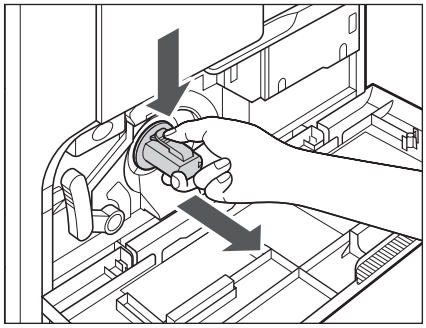
1 Open the front cover.



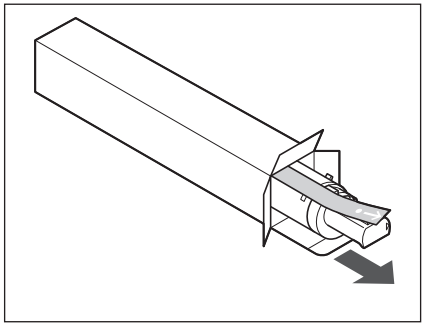
2 While pushing down the release tab, turn the toner cartridge in the direction of the arrow in the illustration below.

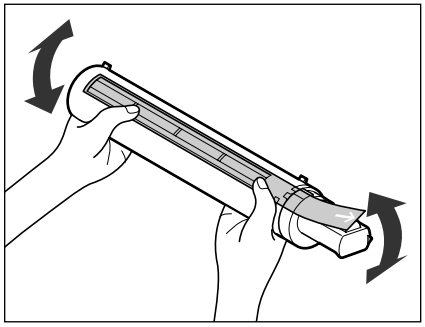


3 **While pushing down the release tab, pull the toner cartridge out in the direction of the arrow in the illustration below.**



4 **Rock the new toner cartridge five or six times to distribute the toner evenly inside the cartridge.**





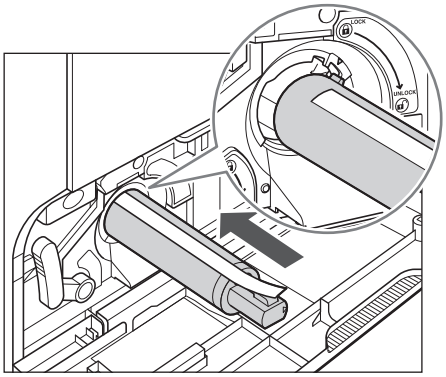
WARNING

Do not throw used toner cartridges into open flames, as they may ignite the toner remaining inside the cartridge, and result in burns or a fire.

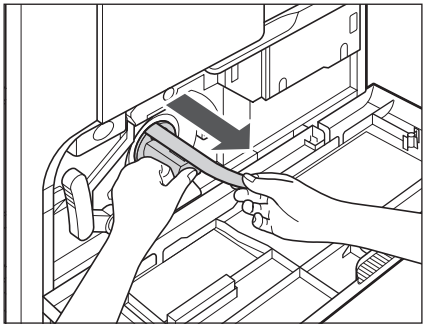
IMPORTANT

If the toner is not distributed evenly inside the cartridge, the printing quality deteriorates.

5 **With the side with the label facing up, insert the new toner cartridge in the direction of the arrow while grasping its handle.**



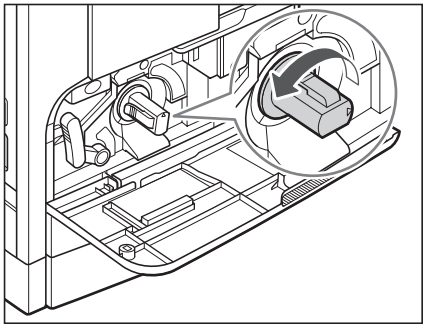
6 **Hold the toner cartridge with one hand, and remove the seal by pulling it out with the other hand.**



IMPORTANT

- Pull out the seal slowly, otherwise the scattered toner may soil your clothes, etc.
- Pull out the seal completely, otherwise the print error may occur.
- Pulling the seal upwards or downwards may break the seal. If the seal could break inside the toner cartridge and cannot be removed completely, the toner cartridge may not be used.
- Ensure seal is pulled out completely from the toner cartridge because the toner may scatter and printing quality may deteriorate.
- Throw away the seal after removing it from the toner cartridge.

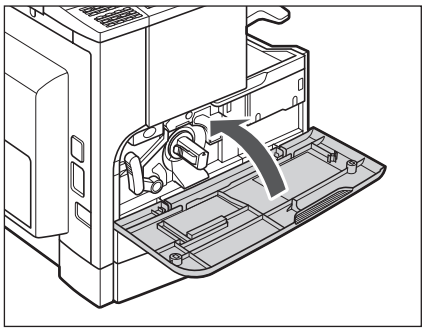
7 Turn the toner cartridge in the direction of the arrow.



IMPORTANT

Turn the toner cartridge fully until it locks into place.

8 Close the front cover.



CAUTION

When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

Be sure to clean the roller every time you replace the toner cartridge. See "Fuser Roller Cleaning," on p. 7-33.

Replacing the Staple Cartridge

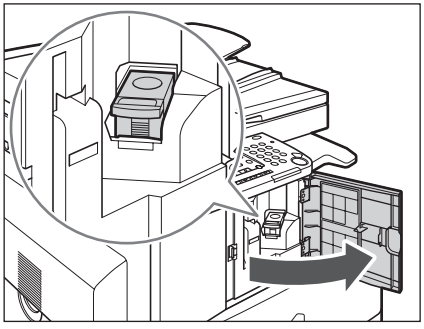
When the optional Finisher-U1 is almost out of staples and the staple cartridge must be replaced, the following display appears. Follow the procedure described below to replace the staple cartridge.

```
OUT OF STAPLES
REPLACE STAPLE CART.
```

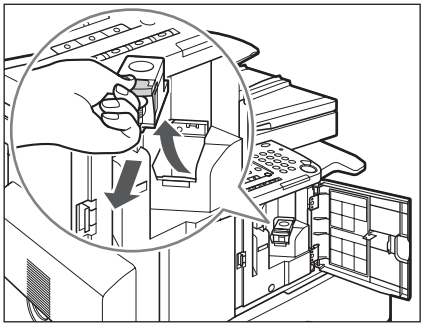
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

1 Open the front cover of the finisher.

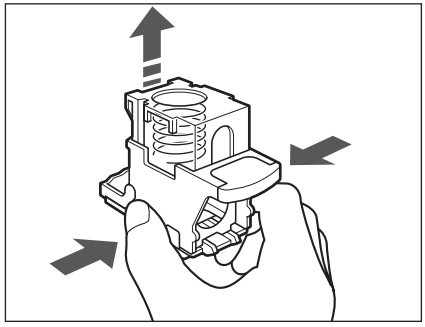


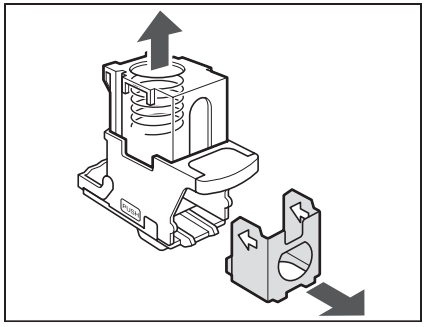
2 Pull out the staple case, holding the tab as illustrated below.



3 Press the area indicated by PUSH, and then pull out the empty staple cartridge.

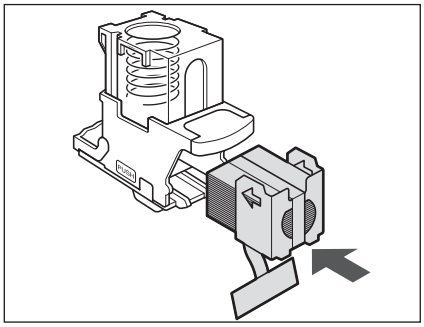
Place the staple case, as shown below, and pull out the staple cartridge.

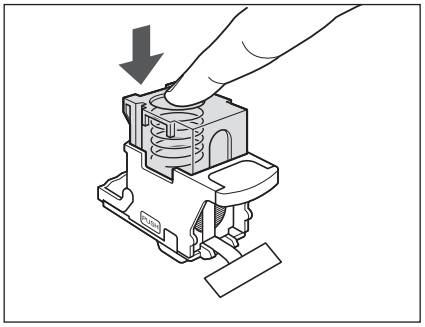




4 Insert the new staple cartridge.

Press the spring-loaded case down until it clicks into place.





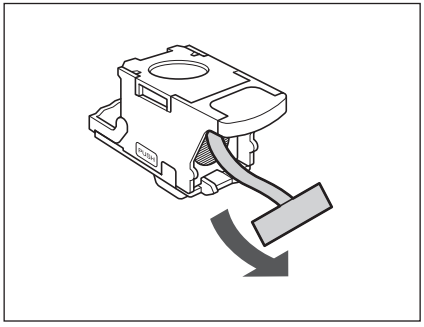
IMPORTANT

- Use only staple cartridges intended for use with this machine.
- Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.

NOTE

Only one staple cartridge can be inserted at a time.

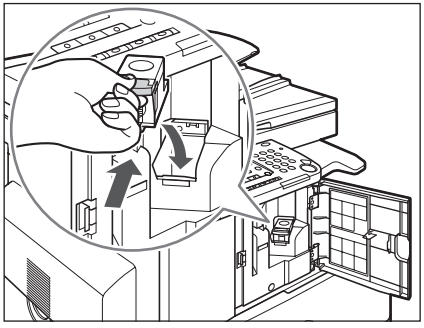
5 Remove the seal holding the staples together, by pulling it straight out, and then down.



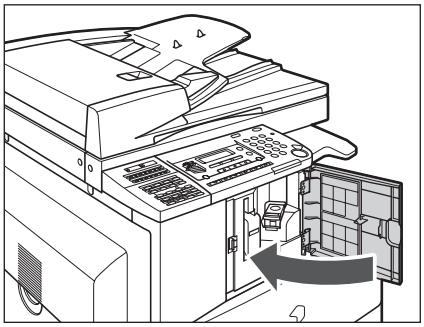
IMPORTANT

Make sure that you pull the seal straight out, and then down. If you pull it out at an angle, it may tear.

6 Gently push the staple case into the finisher until it is securely in place.



7 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high-quality printouts, we recommend cleaning these parts once or twice a month.

- Platen glass
- Underside of the feeder/platen cover
- Feeder scanning area
- White plate, roller

WARNING

- **When cleaning the machine, first turn OFF the main power switch and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning, as this may result in plastic parts becoming deformed.**

CAUTION

- **Unplug the power plug from the outlet at least once a year, and clean the plug's metal pins and the area surrounding them to ensure all dust is removed. If dust accumulates in this area, it may result in a fire.**
- **Do not dampen the cloth too much, as this may damage the original or damage the machine.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**

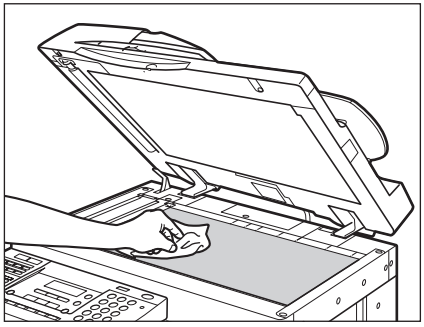
Platen Glass and Cover

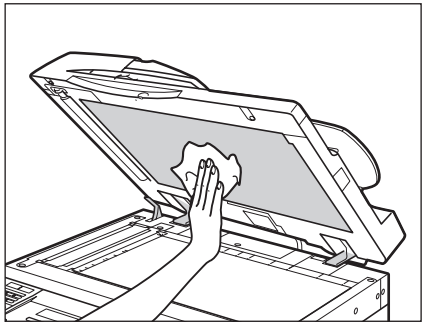
Clean the platen glass and the underside of the feeder/platen cover following the procedure below.

IMPORTANT

If the platen glass or the underside of the feeder/platen cover is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly. (Only the imageRUNNER 2020 model can detect the size of the original placed on the platen glass.)

1 Clean the platen glass and the underside of the feeder/platen cover with a cloth dampened with water, and wipe them with a soft and dry cloth.





IMPORTANT

Do not dampen the cloth too much, as this may damage the original or break the machine.

Manual Feeder Cleaning

If your originals have black streaks or appear dirty after copying them using the feeder, this may be caused by pencil writing rubbing off the originals and onto the roller. Perform this feeder cleaning procedure to clean the feeder scanning area, film, and roller.

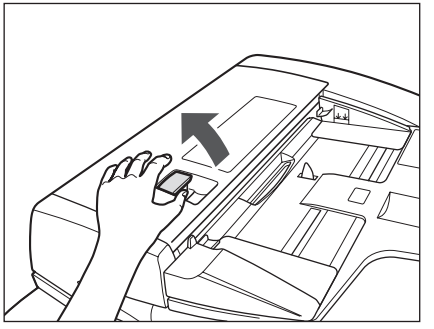
IMPORTANT

- Do not dampen the cloth too much, as this may damage the original or break the machine.
- If the feeder scanning area is dirty, it may result in a paper jam or blemished print output.

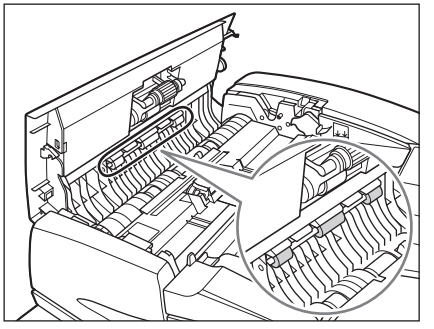
NOTE

Clean the roller while spinning it with your hand.

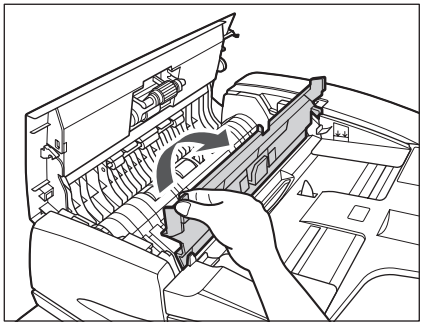
1 Open the feeder cover.



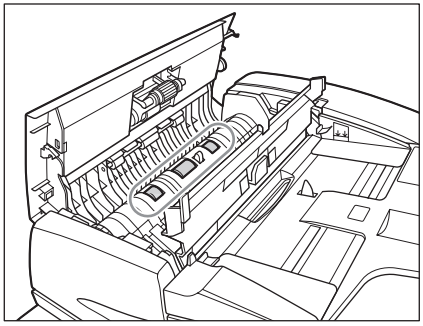
2 Clean the rollers (a total of three places) inside the feeder cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



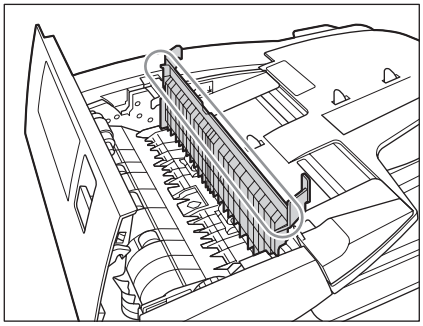
3 **Open the inner cover, holding it by its front tab.**



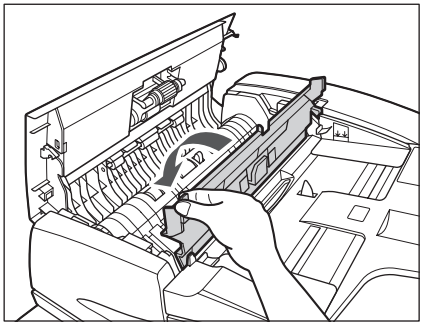
4 **Clean the rollers (a total of three places) inside the inner cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.**



5 **Clean the transparent plastic part of the inner cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.**



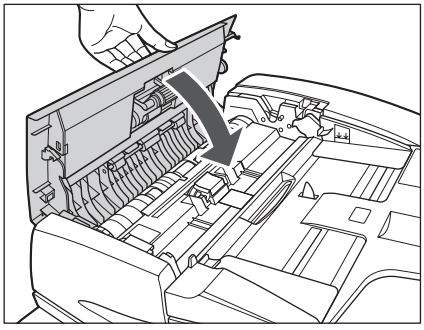
6 Close the inner cover.



CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

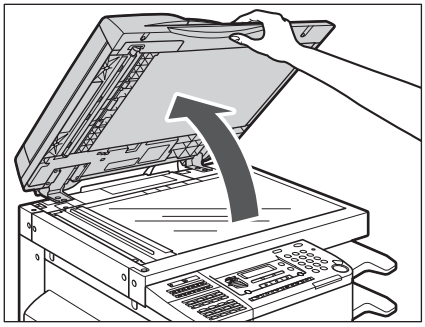
7 Close the feeder cover.



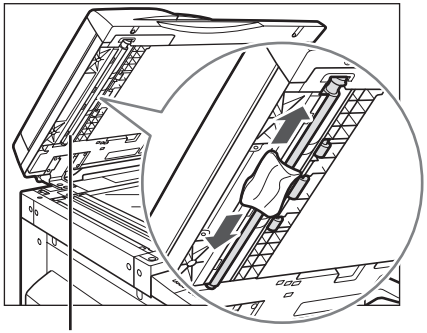
CAUTION

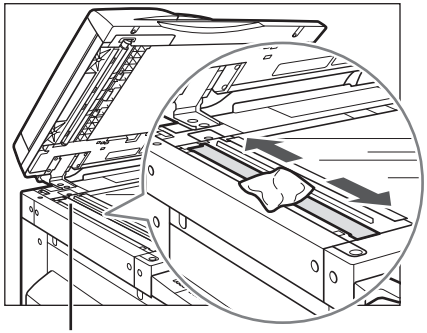
When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

8 **Open the feeder/platen cover.**

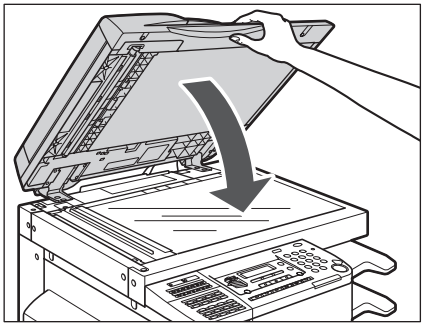


9 **Clean the feeder scanning area (the left side of the platen glass) and the document feeding roller, with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**





10 Close the feeder/platen cover.



CAUTION

When closing the feeder/platen cover, be careful not to get your fingers caught, as this may result in personal injury.

Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the optional feeder, clean the rollers of the feeder by repeatedly feeding blank sheets of paper through it.

NOTE

- This procedure is necessary only if the optional Feeder (DADF-P1) is attached.
- It takes about 20 seconds to clean the feeder.

Additional Functions

1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

◄– +► OK

2 Press [◄–] or [+►] until <ADJUST./CLEANING> appears → press [OK].

```
ADD. FUNCTIONS
 7.ADJUST./CLEANING
```

→

```
ADJUST./CLEANING
 1.TRANS. ROLR CLEAN
```

The <ADJUST./CLEANING> menu appears.

3 Press [◄—] or [+►] until <FEEDER CLEANING> appears → press [OK].

ADJUST./CLEANING 4.FEEDER CLEANING	→	SET 5 SHEETS IN ADF PRESS OK KEY

4 Place 5 sheets of blank paper into the feeder → press [OK].

Make sure that you fan the sheets of paper well.

Use LTR paper.

SET 5 SHEETS IN ADF PRESS OK KEY	→	CLEANING PLEASE WAIT

After the cleaning is completed, the screen returns to the Standby display.

The feeder is clean. Try scanning again.

Transcription Roller Cleaning

If the back side of paper is smudged with printing, the transcription roller in the main unit may be dirty. Should this occur, use the Transcription Roller Cleaning function to clean the transcription roller.

1 Press [Additional Functions] → [◄—] or [+►] until <ADJUST./CLEANING> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Automatic Feeder Cleaning," on p. 7-30.

The <ADJUST./CLEANING> menu appears.

2 Press [◄—] or [+►] until <TRANS. ROLR CLEAN> appears → press [OK].

ADJUST./CLEANING 1.TRANS. ROLR CLEAN	→	CLEANING PLEASE WAIT

The machine starts the transcription roller cleaning.

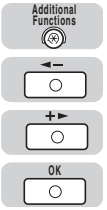
After the cleaning is completed, the screen returns to the Standby display.

Drum Cleaning

If print quality decreases, the drum in the main unit may be dirty. Should this occur, use the Drum Cleaning function to clean the drum.

IMPORTANT

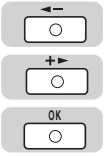
Use of this function will shorten the life of the drum.



1 Press [Additional Functions] → [◄—] or [+►] until <ADJUST./CLEANING> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Automatic Feeder Cleaning," on p. 7-30.

The <ADJUST./CLEANING> menu appears.



2 Press [◄—] or [+►] until <DRUM CLEANING> appears → press [OK].

ADJUST./CLEANING 2.DRUM CLEANING	→	CLEANING PLEASE WAIT

The machine starts the drum cleaning.

After the cleaning is completed, the display returns to the Standby display.

Fuser Roller Cleaning

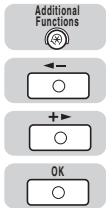
If black streaks appear with printing, the fuser roller in the main unit may be dirty. Should this occur, use the Roller Cleaning function to clean the roller. The roller should also be cleaned each time the toner cartridge is replaced. Before cleaning the roller, print out the cleaning pattern. Then load the sheet into the stack bypass and start cleaning.

IMPORTANT

The cleaning pattern can only be printed on LTR paper.

NOTE

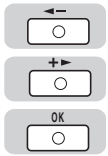
Cleaning the roller takes approximately 100 seconds.



1 Press [Additional Functions] → [◄—] or [+►] until <ADJUST./CLEANING> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Automatic Feeder Cleaning," on p. 7-30.

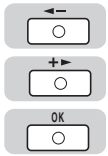
The <ADJUST./CLEANING> menu appears.



2 Press [◄—] or [+►] until <FIX. UNIT CLEANING> appears → press [OK].

ADJUST./CLEANING 3.FIX.UNIT CLEANING	→	FIX.UNIT CLEANING 1.START CLEANING

The <FIX. UNIT CLEANING> menu appears.

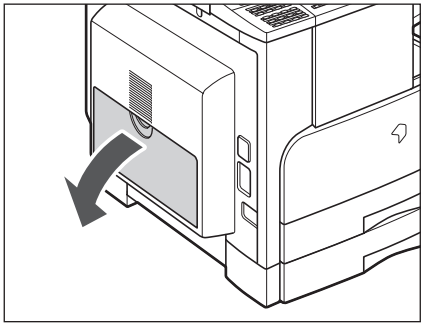


3 Press [◄—] or [+►] until <CLEAN PAPER PRT> appears → press [OK].

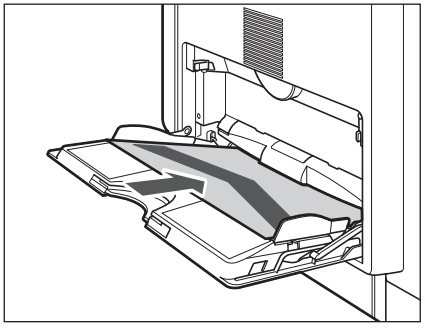
FIX.UNIT CLEANING 2.CLEAN PAPER PRT	→	CLEAN PAPER PRT PLEASE WAIT

The cleaning paper is printed. You will use this paper as the cleaning paper.

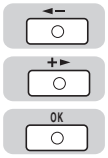
4 Open the stack bypass.



5 Load the cleaning paper with the side on which the letter "V" is printed facing up.



6 Follow steps 1 and 2 → press [OK] to select <START CLEANING>.



FIX.UNIT CLEANING 1.START CLEANING	→	CLEANING PLEASE WAIT

The machine starts cleaning the roller.

NOTE

- Use standard paper as the cleaning paper.
- If a cleaning paper jam occurs, the error indicator blinks in red. Press (Stop) and remove the jammed cleaning paper.
- Throw away the cleaning paper after use.

Adjusting the Machine

This section describes the settings to improve the print quality and to prevent paper jams which may occur when a variety of functions are used.

Use of these settings will help to prevent a number of problems before they occur.

Print Quality and Density Improvement

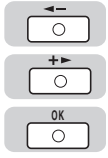
If print quality decreases or an irregularity of the print density appears, the transcription output may not work adequately. Use Special Mode M to improve the print quality or irregular print density.



1 Press [Additional Functions].

```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

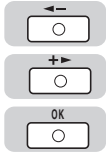
The Additional Functions menu appears.



2 Press [◄—] or [+►] until <ADJUST./CLEANING> appears → press [OK].

```
ADD. FUNCTIONS          →   ADJUST./CLEANING
 7.ADJUST./CLEANING          1.TRANS. ROLR CLEAN
```

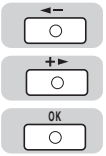
The <ADJUST./CLEANING> menu appears.



3 Press [◄—] or [+►] until <SPECIAL MODE M> appears → press [OK].

```
ADJUST./CLEANING        →   SPECIAL MODE M
 5.SPECIAL MODE M                        MID
```

The <SPECIAL MODE M> menu appears.



4 Press [◄—] or [+►] to select <MID>, <LOW>, or <HIGH> → press [OK].

SPECIAL MODE M MID	→	ADJUST./CLEANING 6.SPECIAL MODE N

Details of each item are shown below.

<MID>: If normal circumstances, use the default setting. Outputs can be printed by the normal density.

<LOW>: Compensate for poor print quality that occurs when using paper that was stored for a long period of time at high temperature and high humidity.

<HIGH>: Compensate for poor quality that occurs when using heavyweight paper.

The level of the print density is set.



5 Press [Stop] to return to the Standby display.

Prevent Paper Curls or Jams

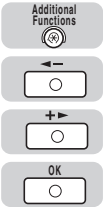
When the two-sided printing function is used, paper may curl severely or become jammed. Use Special Mode N to prevent paper curling or jamming.

IMPORTANT

Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Two-sided printing on such paper will frequently result in a paper jam.

NOTE

Printing times with Special Mode N activated are longer than when the function is not used.



1 Press [Additional Functions] → [◄—] or [+►] until <ADJUST./CLEANING> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Print Quality and Density Improvement," on p. 7-35.

The <ADJUST./CLEANING> menu appears.

2 **Press [◄—] or [+►] until <SPECIAL MODE N> appears → press [OK].**

ADJUST./CLEANING 6.SPECIAL MODE N	→	SPECIAL MODE N OFF

The <SPECIAL MODE N> menu appears.

3 **Press [◄—] or [+►] to select <ON> → press [OK].**

SPECIAL MODE N ON	→	ADJUST./CLEANING 7.SPECIAL MODE O

Special Mode N is activated.

4 **Press [Stop] to return to the Standby display.**

Prevent Paper Jams in the Two-Sided Mode

A paper jam may occur when printing the back side of paper using the two-sided paper function. Use Special Mode O to prevent paper jams with two-sided printing.

IMPORTANT

Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Two-sided printing on such paper will frequently result in a paper jam.

1 **Press [Additional Functions] → [◄—] or [+►] until <ADJUST./CLEANING> appears → press [OK].**

If necessary, see the screen shots in steps 1 and 2 of "Print Quality and Density Improvement," on p. 7-35.

The <ADJUST./CLEANING> menu appears.

2 **Press [◄—] or [+►] until <SPECIAL MODE O> appears → press [OK].**

ADJUST./CLEANING 7.SPECIAL MODE O	→	SPECIAL MODE O 1.DRAWER

The <SPECIAL MODE O> menu appears.

3 Press [◄—] or [+►] to select <DRAWER> or <STACK BYPASS> → press [OK].

SPECIAL MODE O 1.DRAWER	→	DRAWER OFF

4 Press [◄—] or [+►] to select <ON> → press [OK].

DRAWER ON	→	SPECIAL MODE O 2.STACK BYPASS

Special Mode O is activated.

5 Press [Stop] to return to the Standby display.

Using Lightweight Paper

When you use the lightweight paper for printing, set this function to 'ON'.

NOTE

The Special Mode P helps limit a drop in the copy speed when printing on multiple sheets of narrow-width paper in succession.

1 Press [Additional Functions] → [◄—] or [+►] until <ADJUST./CLEANING> appears → press [OK].

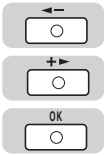
If necessary, see the screen shots in steps 1 and 2 of "Print Quality and Density Improvement," on p. 7-35.

The <ADJUST./CLEANING> menu appears.

2 Press [◄—] or [+►] until <SPECIAL MODE P> appears → press [OK].

ADJUST./CLEANING 8.SPECIAL MODE P	→	SPECIAL MODE P OFF

The <SPECIAL MODE P> menu appears.



3 Press [◄—] or [+►] to select <ON> → press [OK].

SPECIAL MODE P ON	→	ADJUST./CLEANING 9.BOND SP.FIX. MODE

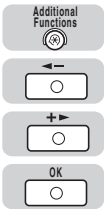
Special Mode P is activated.



4 Press [Stop] to return to the Standby display.

Setting the Special Bond Fixing Mode

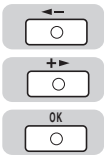
You can specify to perform special fixing for bond paper.



1 Press [Additional Functions] → [◄—] or [+►] until <ADJUST./CLEANING> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Print Quality and Density Improvement," on p. 7-35.

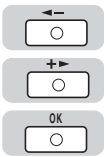
The <ADJUST./CLEANING> menu appears.



2 Press [◄—] or [+►] until <BOND SP. FIX. MODE> appears → press [OK].

ADJUST./CLEANING 9.BOND SP.FIX. MODE	→	BOND SP.FIX. MODE OFF

The <BOND SP. FIX. MODE> menu appears.



3 Press [◄—] or [+►] to select <ON> → press [OK].

BOND SP.FIX. MODE ON	→	ADJUST./CLEANING 10.FIX. UNIT OFFSET

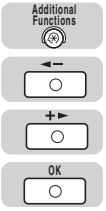
The Bond Sp. Fix. mode is activated.



4 Press [Stop] to return to the Standby display.

Setting the Fixing Unit Offset Mode

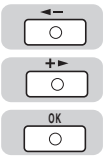
While making prints, offset (a condition that a previously printed image also appears faintly on the next output) may occur when you suddenly increase the width of the paper for printing. This mode enables you choose whether to set a high priority on avoiding offset or on speed.



1 Press [Additional Functions] → [◄—] or [+►] until <ADJUST./CLEANING> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Print Quality and Density Improvement," on p. 7-35.

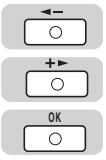
The <ADJUST./CLEANING> menu appears.



2 Press [◄—] or [+►] until <FIX. UNIT OFFSET> appears → press [OK].

ADJUST./CLEANING 10.FIX. UNIT OFFSET	→	FIX. UNIT OFFSET OFF

The <FIX. UNIT OFFSET> menu appears.



3 Press [◄—] or [+►] to select <SPEED PRIORITY 1>, <SPEED PRIORITY 2>, or <OFF> → press [OK].

FIX. UNIT OFFSET SPEED PRIORITY1	→	ADJUST./CLEANING 11.AUTO ADF DRTY ADJ

Details of each item are shown below.

<OFF>: Quality is set as a high priority.

<SPEED PRIORITY 1>: Speed is set as a high priority.

<SPEED PRIORITY 2>: Speed is set as a medium priority.

The Fix. Unit Offset mode is set.



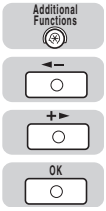
4 Press [Stop] to return to the Standby display.

Feeder Smudge Adjustment

If the feeder is dirty, copies may include unwarranted dots or lines. When this function is set to 'ON', dust, dirt or foreign objects in the feeder will not be printed.

NOTE

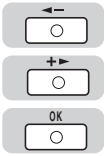
While some dots or lines may continue to be printed when this function is set to 'ON', copies are significantly clearer than when it is set to 'OFF'.



1 Press [Additional Functions] → [◄—] or [+►] until <ADJUST./CLEANING> appears → press [OK].

If necessary, see the screen shots in steps 1 and 2 of "Print Quality and Density Improvement," on p. 7-35.

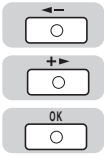
The <ADJUST./CLEANING> menu appears.



2 Press [◄—] or [+►] until <AUTO ADF DRTY ADJ> appears → press [OK].

ADJUST./CLEANING 11.AUTO ADF DRTY ADJ	→	AUTO ADF DRTY ADJ ON

The <AUTO ADF DRTY ADJ> menu appears.



3 Press [◄—] or [+►] to select <ON> → press [OK].

AUTO ADF DRTY ADJ ON	→	ADJUST./CLEANING 12.MAINTENANCE CODE

The function for adjusting the feeder smudged is activated.



4 Press [Stop] to return to the Standby display.

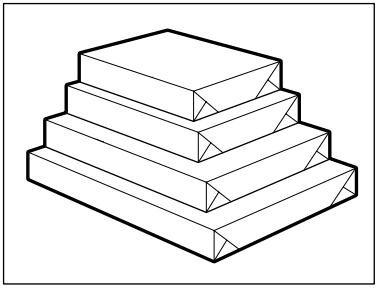
Consumables

The following consumables and accessories are available from Canon. For more information, contact your local authorized Canon dealer.

We recommend that you order paper stock and toner from your local authorized Canon dealer before your stock runs out.

■ Paper Stock

In addition to plain paper (11" × 17", LGL, LTR, and STMT), recycled paper, color paper, transparencies (recommended for this machine), labels and other types of paper stock are available. For more information, contact your local authorized Canon dealer.



CAUTION

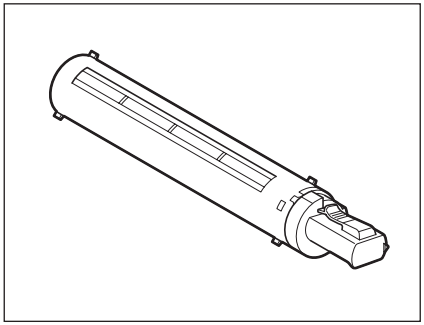
Do not store paper in places exposed to open flames, as this may cause the paper to ignite and result in burns or a fire.

IMPORTANT

- For high-quality printouts, use paper recommended by Canon.
- To prevent moisture build-up, store any remaining paper tightly wrapped in its original package for storage.
- Some commercially available paper types are not suited for this machine. Contact your local authorized Canon dealer when you need to purchase paper.

■ Toner Cartridge

If a message prompting you to replace the toner cartridge appears on the LCD display, replace the toner cartridge with a new one.
Use only the toner cartridges recommended for use with this machine.



WARNING

- **Never dispose toner cartridges in a fire or incinerator, as this may result in an explosion.**
- **Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.**

CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

IMPORTANT

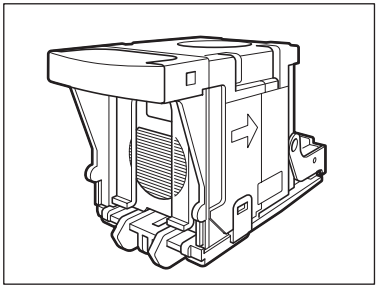
- Store toner cartridges in a cool location, away from direct sunlight.
  - The recommended storage conditions are: temperature below 86 °F (30 °C), and humidity below 80 %.
- Never store the cartridges in a vertical position.

■ Staple Cartridge

Use only the staple cartridges recommended for use with this machine.

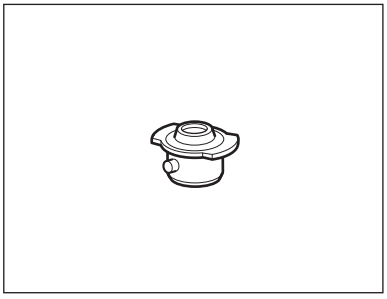
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before these cartridges are exhausted.



■ Stamp Cartridge

The stamp cartridge is used to stamp originals.
Use only the stamp cartridges recommended for use with this machine.



■ Genuine Supplies

Canon has developed and manufactured Toner, Parts, and Supplies specifically for use in this machine. For optimal print quality and for optimal machine performance and productivity, we recommend that you use Genuine Canon Toner, Parts, and Supplies. Contact your Canon Authorized Dealer or Service Provider for Genuine Canon Supplies.



Troubleshooting

8
CHAPTER

This chapter describes what to do in response to paper jams in the main unit or optional units, and an error message display.

Reducing the Frequency of Paper Jams 8-2

Clearing Paper Jams 8-3

- Displays Indicating the Locations of Paper Jams 8-3
- Fixing Unit 8-6
- Paper Drawer 1 8-9
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Clearing Staple Jams 8-32

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Service Call Message 8-40

- Contacting Your Local Authorized Canon Dealer 8-40

Reducing the Frequency of Paper Jams

If paper jams occur frequently, even though there is no apparent problem with the machine, either one of the following two reasons may be the cause. Follow the instructions described below to reduce the frequency of paper jams.

■ **There are torn pieces of paper left inside the machine.**
Pulling jammed paper out of the machine by force may leave parts of the paper torn inside, leading to frequent paper jams. If paper tears while you are trying to remove jammed paper from the machine, make sure that you remove all torn pieces.

■ **The paper-size detecting lever is set incorrectly.**
Make sure that the paper-size detecting lever located on the left side of a paper drawer matches the size of the paper loaded in the paper drawer. If the paper-size detecting lever is set incorrectly, paper jams may occur more frequently. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)

Clearing Paper Jams

Displays Indicating the Locations of Paper Jams

If a paper jam occurs, one of the following screens appears and the jam location indicator lights on the control panel.

```
PAPER JAM
OPEN LEFT COVER
```

```
PAPER JAM
OPEN LEFT/DRWR COVER
```

```
CHECK DOCUMENT

```

```
FINISHER PAPER JAM
OPEN LEFT COVER
```

```
FEEDER PAPER JAM
CHECK THE FEEDER
```

WARNING

There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.

CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the parts on the inside the machine. If you cannot remove the paper, please contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**

IMPORTANT

When a paper jam occurs in the feeder, you cannot continue operating the machine. Follow the procedure to remove the jammed paper. (See "Feeder (DADF-P1) (Optional)," on p. 8-20.)

1 Check the jam location indicator on the control panel, and remove any jammed paper.

See the appropriate pages below for instructions on finding and removing jammed paper. Or, you can follow the message on the LCD display.

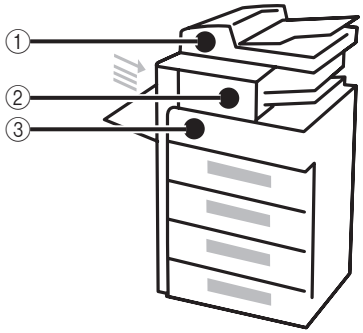
If jammed paper tears while being removed, be sure to remove any remaining pieces from inside the machine.

IMPORTANT

If the machine's power is turned OFF when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.

NOTE

- Some areas that are shown to have paper jams may not actually have paper jams. However, always check the jam locations indicator on the control panel.
- The following image which is in the upper left corner of the control panel, indicates the possible locations where paper jams may occur, and the page number describing how to remove the jammed paper.



① **Feeder**	See "Feeder (DADF-P1) (Optional)," on p. 8-20.
② **Finisher-U1**	See "Finisher-U1 (Optional)," on p. 8-24.
② **Inner 2 Way Tray-E1**	See "Inner 2 Way Tray-E1 (Optional)," on p. 8-28.
③ **Stack bypass**	See "Stack Bypass," on p. 8-16.
③ **Duplex Unit-A1**	See "Duplex Unit-A1 (Optional)," on p. 8-17.
③ **Fixing unit**	See "Fixing Unit," on p. 8-6.
③ **Paper drawers**	See "Paper Drawer 1," on p. 8-9, and "Paper Drawers 2, 3, and 4," on p. 8-13.

2 After you have cleared all the paper jams at the locations indicated on the control panel, restore all the levers and covers to their original positions.

Once you have removed all of the jammed paper in locations other than the optional feeder, printing or copying resumes.

NOTE

You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.

Fixing Unit

If a paper jam occurs in the fixing unit, the following screen appears. Follow the procedure described below to remove the jammed paper.

```
PAPER JAM
OPEN LEFT COVER
```

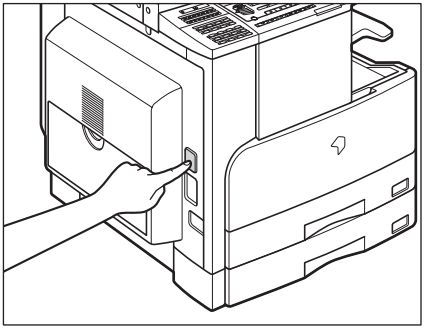
WARNING

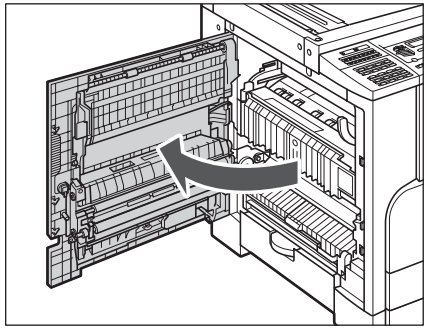
There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.

CAUTION

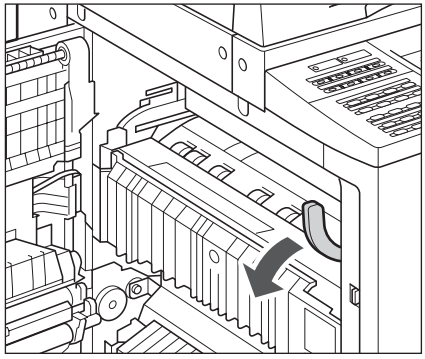
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Press the button on the left cover of the main unit, and open the left cover.





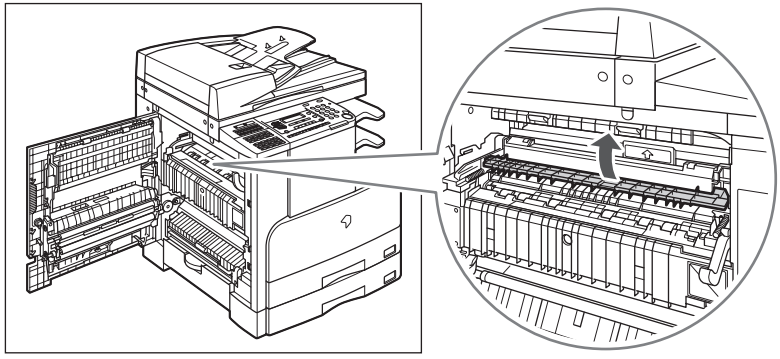
2 Push down the green fixing lever.



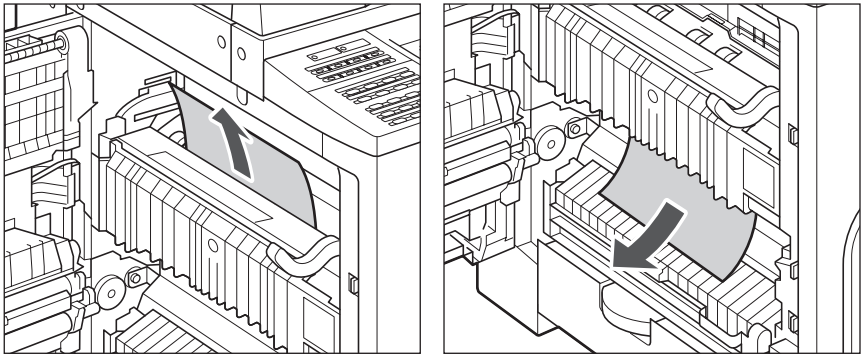
CAUTION

The parts located around the exit slot guide and the fixing unit are subject to high temperature. When removing jammed paper, take care not to touch anything in this area except the lever.

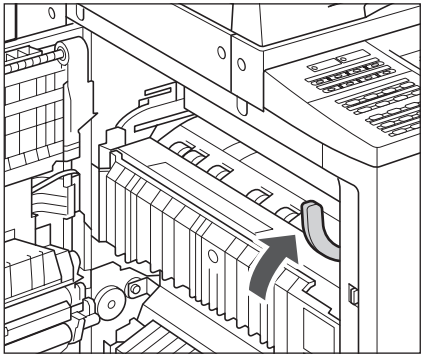
3 Hold the green knob, lift the upper cover of the fixing unit.



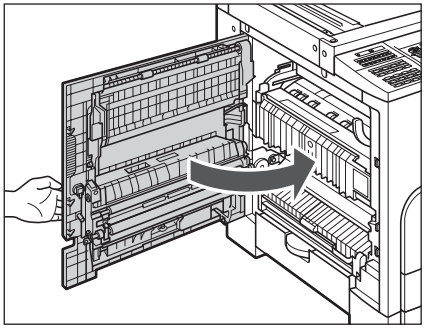
4 Remove any jammed paper.



5 Push up the green fixing lever.



6 Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



CAUTION

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

Paper Drawer 1

If a paper jam occurs inside paper drawer 1, the following screen appears. Follow the procedure described below to remove the jammed paper.

```
PAPER JAM
OPEN LEFT COVER
```

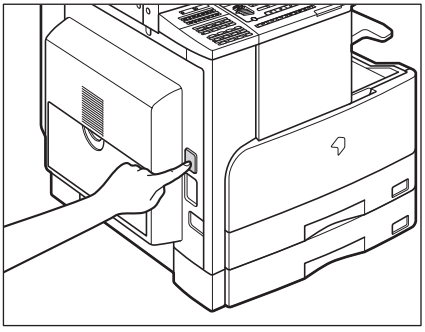
WARNING

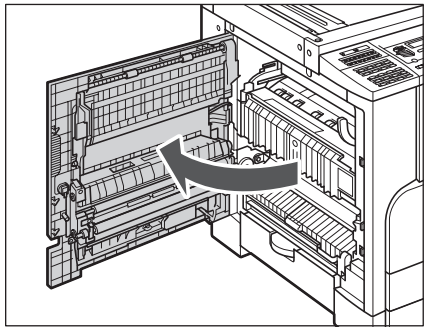
There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.

CAUTION

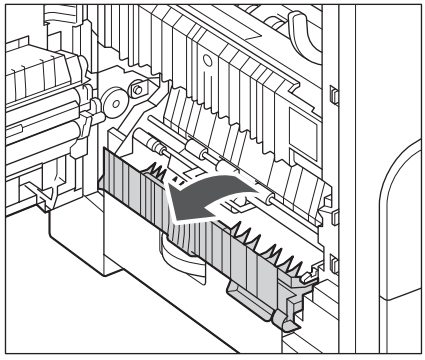
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 **Press the button on the left cover of the main unit, and open the left cover.**

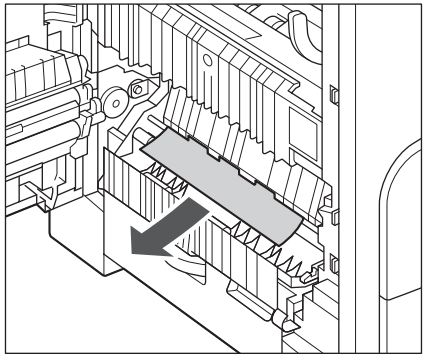




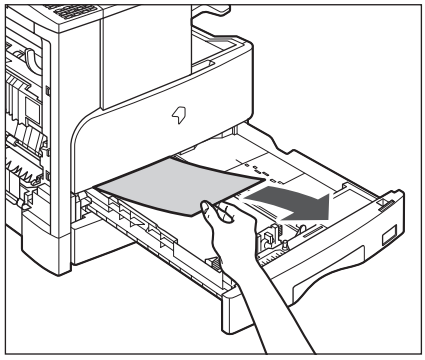
2 **Hold the green knob, and pull down the paper drawer's left cover.**



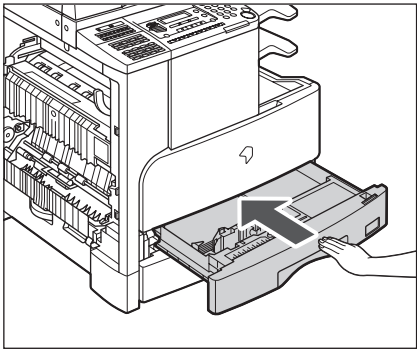
3 **Remove any jammed paper.**



4 **Pull out the paper drawer and remove any jammed paper.**



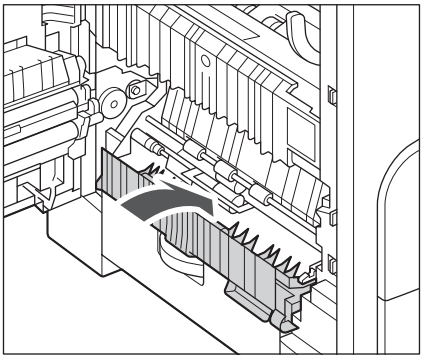
5 **Gently push the paper drawer back into the machine until it clicks.**



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

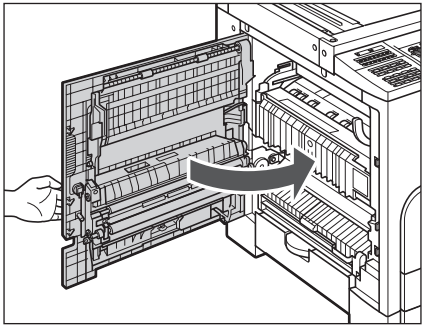
6 Close the paper drawer's left cover.



CAUTION

When closing the paper drawer's left cover, be careful not to get your fingers caught, as this may result in personal injury.

7 Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



CAUTION

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

Paper Drawers 2, 3, and 4

If a paper jam occurs inside paper drawers 2, 3, and 4, the following screen appears. Follow the procedure described below to remove the jammed paper.

```
PAPER JAM
OPEN LEFT/DRWR COVER
```

WARNING

There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.

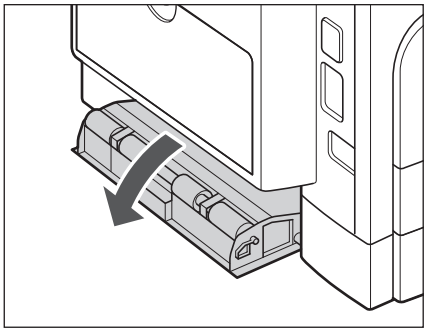
CAUTION

- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

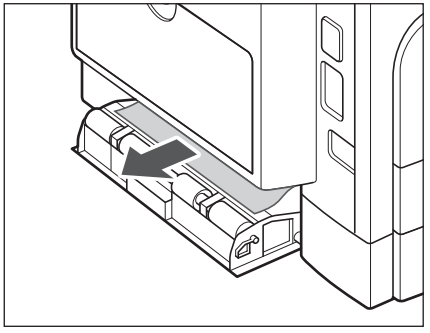
NOTE

- Cassette Feeding Module-J1 (paper drawer 2) and Cassette Feeding Module-K1 (paper drawer 3 and 4) are optional for imageRUNNER 2016.
- Cassette Feeding Module- K1 (paper drawer 3 and 4) is optional for imageRUNNER 2020.

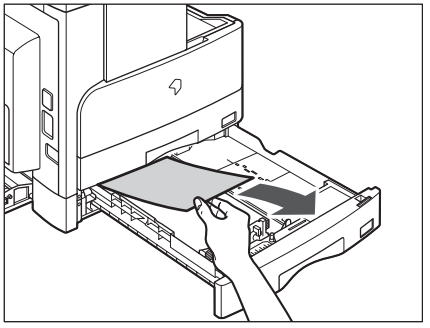
1 **Open the paper drawer's left cover.**



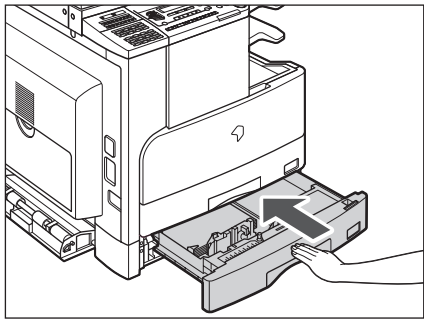
2 **Remove any jammed paper.**



3 **Pull out the paper drawer and remove any jammed paper.**



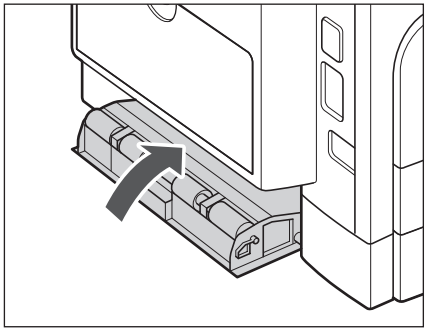
4 Gently push the paper drawer back into the machine until it clicks.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

5 Close the paper drawer's left cover.



CAUTION

When closing the paper drawer's left cover, be careful not to get your fingers caught, as this may result in personal injury.

Stack Bypass

If a paper jam occurs in the stack bypass, the following screen appears. Follow the procedure below to remove the jammed paper.

```
PAPER JAM
OPEN LEFT COVER
```

WARNING

There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.

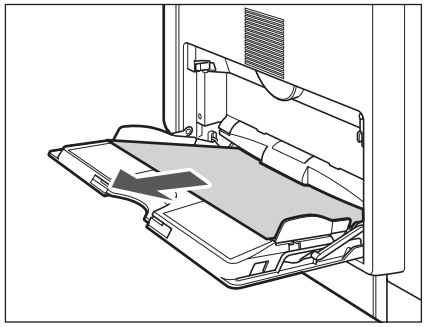
CAUTION

- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Remove all paper from the stack bypass.

2 Remove any jammed paper.

If you cannot remove the jammed paper, follow the procedure described in "Fixing Unit," on p. 8-6.



Duplex Unit-A1 (Optional)

If a paper jam occurs inside the Duplex Unit-A1, the following screen appears. Follow the procedure described below to remove the jammed paper.

```
PAPER JAM
OPEN LEFT COVER
```

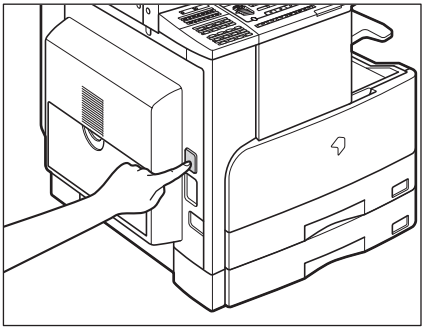
WARNING

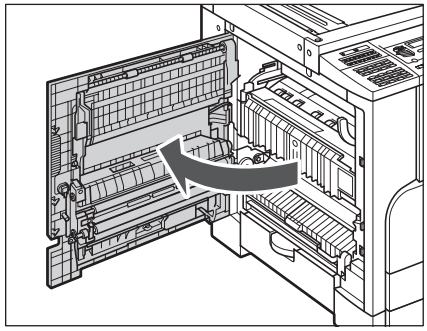
There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.

CAUTION

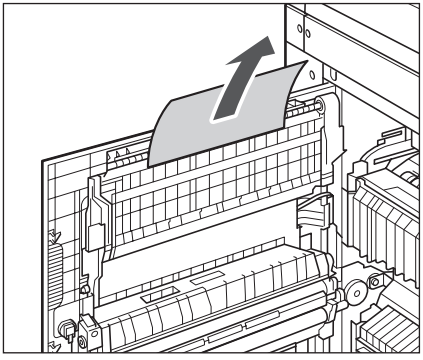
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

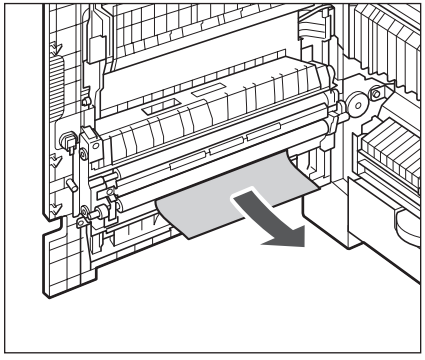
1 Press the button on the left cover of the main unit, and open the left cover.





2 Remove any jammed paper.





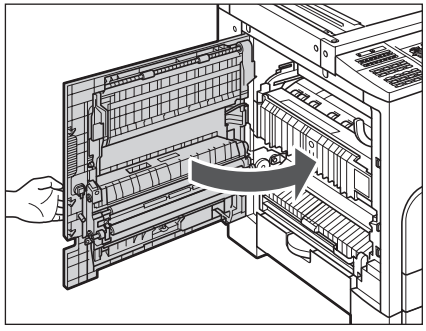
CAUTION

Some parts of the Duplex Unit-A1 are subject to high temperatures. When removing jammed paper, take care not to touch anything in this unit.

NOTE

When removing the jammed paper from the bottom of the duplex unit, pull the jammed paper slightly toward the inside. Do not pull the jammed paper right below.

3 Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



CAUTION

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

4 Follow the instructions on the LCD display.

NOTE

The error indicator indicating the location of the paper jam repeatedly lights until the paper jam is entirely cleared. For more information, see "Displays Indicating the Locations of Paper Jams," on p. 8-3.

Feeder (DADF-P1) (Optional)

If a paper jam occurs in the feeder, the following display appears. Follow the procedure described below to remove the jammed paper.

```
CHECK DOCUMENT
```

```
FEEDER PAPER JAM
CHECK THE FEEDER
```

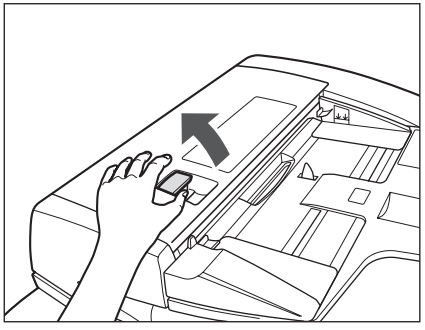
WARNING

There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.

CAUTION

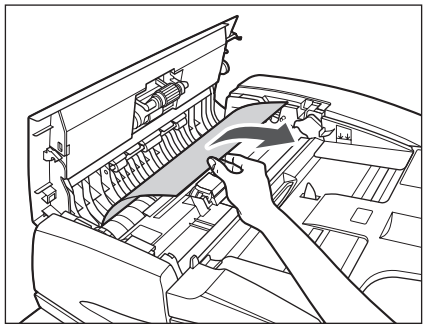
When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.

1 Open the feeder cover.



2 Remove any jammed originals.

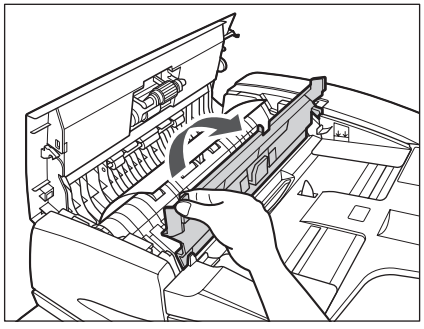
If you cannot remove the original, proceed to step 3.



IMPORTANT

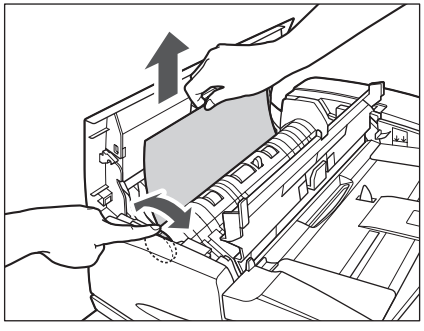
Do not pull the original forcefully, because it may tear.

3 Open the inner cover, holding it by its front tab.

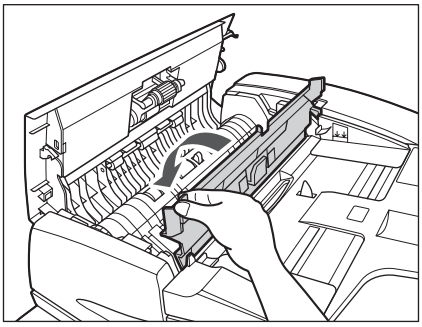


4 Turn the feed dial and remove any jammed originals.

If you cannot remove the original, proceed to step 5.



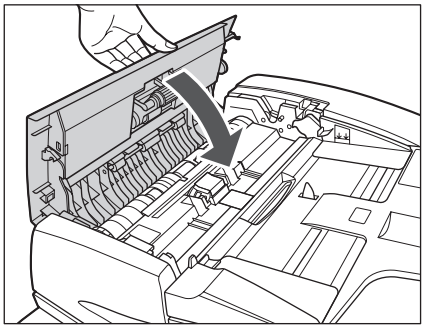
5 Close the inner cover.



CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

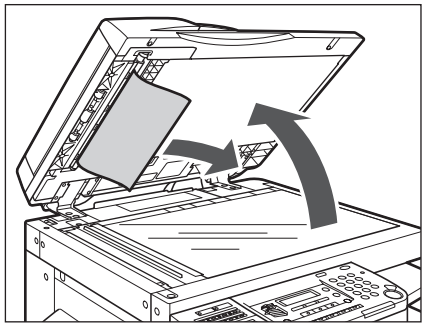
6 Close the feeder cover.



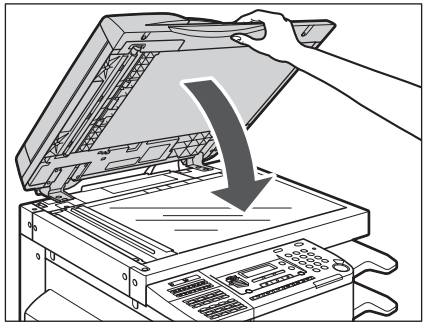
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

7 Open the feeder, and remove any jammed originals.



8 Close the feeder.



CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

Finisher-U1 (Optional)

If a paper jam occurs when using the finisher, the following screen appears on the LCD display. Follow the procedure described below to remove the jammed paper.

```
FINISHER PAPER JAM
OPEN LEFT COVER
```

WARNING

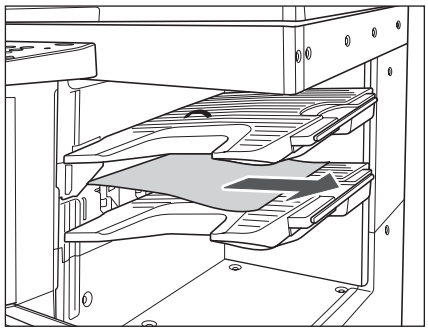
There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.

CAUTION

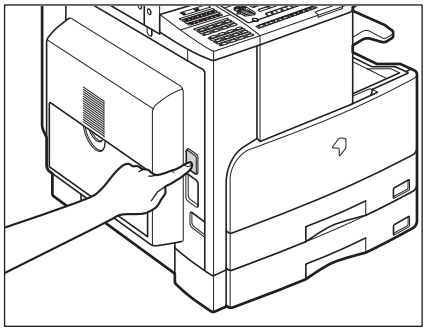
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

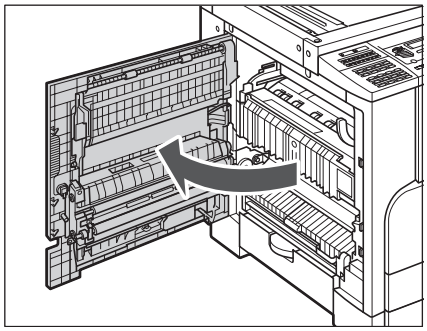
1 If you see the jammed paper, remove it.

If you cannot remove it, proceed to step 2.

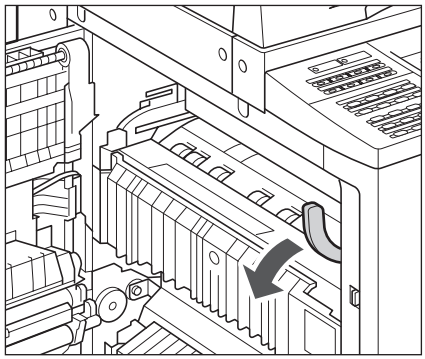


2 Press the button on the left cover of the main unit, and open the left cover.





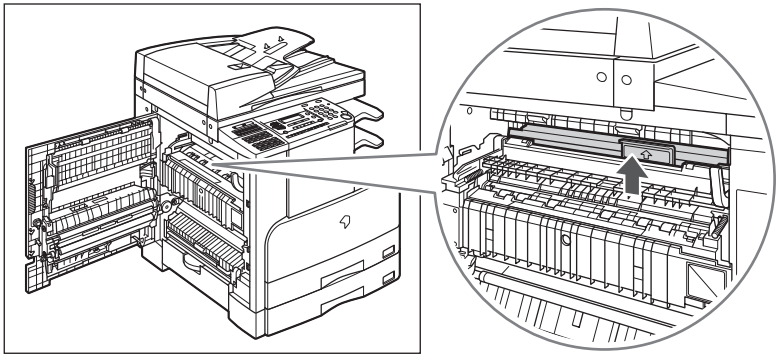
3 Push down the green fixing lever.



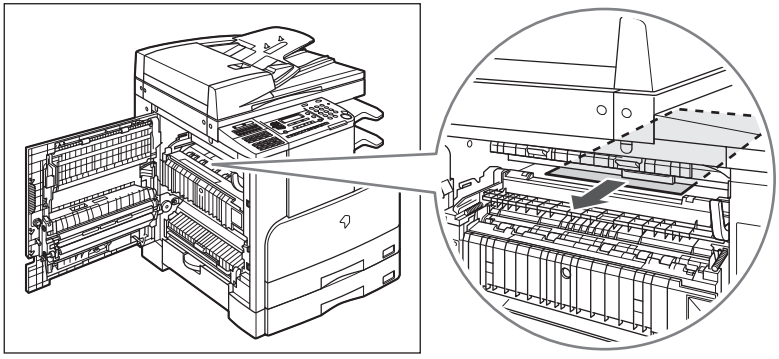
CAUTION

The parts located around the exit slot guide and the fixing unit are subject to high temperature. When removing jammed paper, take care not to touch anything in this area except the lever.

4 Holding the green knob, lift the inner guide.



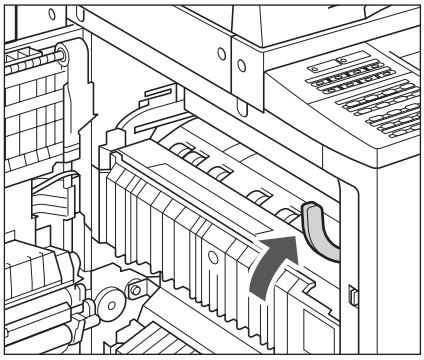
5 Remove any jammed paper under the inner guide.



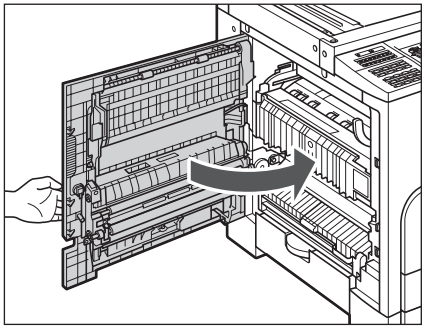
CAUTION

Be careful not to touch inside the machine because some parts get very hot.

6 Push up the green fixing lever.



7 Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



CAUTION

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

Inner 2 Way Tray-E1 (Optional)

If a paper jam occurs in the Inner 2 Way Tray-E1, the following screen appears. Follow the procedure described below to remove the jammed paper.

```
PAPER JAM
OPEN LEFT COVER
```

WARNING

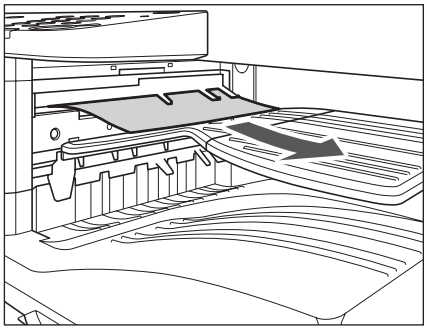
There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.

CAUTION

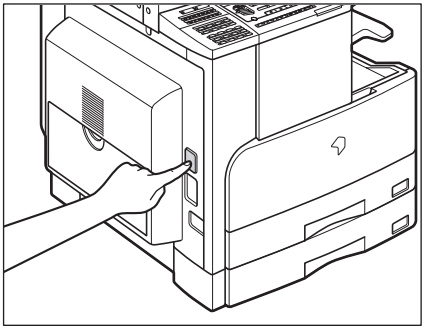
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

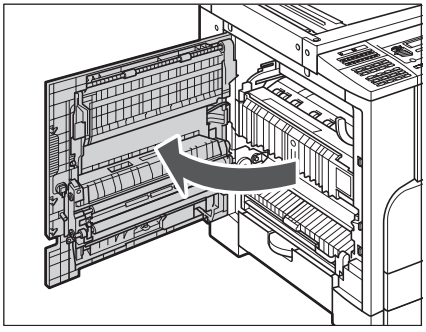
1 If you see the jammed paper, remove it.

If you cannot remove it, proceed to step 2.

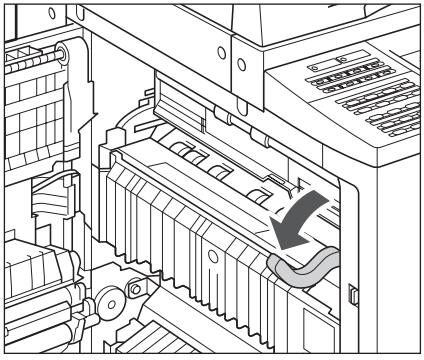


2 Press the button on the left cover of the main unit, and open the left cover.





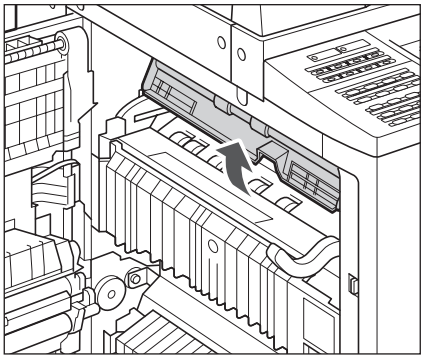
3 Push down the green fixing lever.



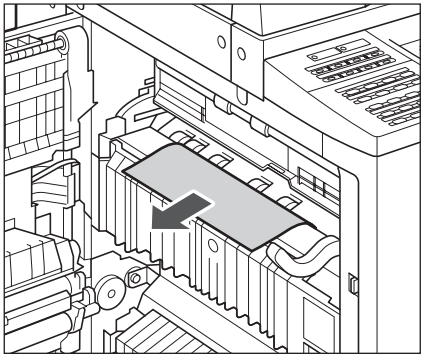
CAUTION

The parts located around the exit slot guide and the fixing unit are subject to high temperature. When removing jammed paper, take care not to touch anything in this area except the lever.

4 Holding the green knob, lift the inner guide.



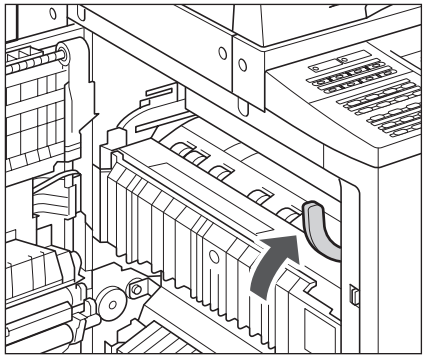
5 Remove any jammed paper.



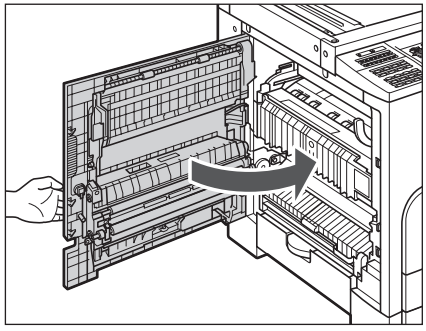
CAUTION

Be careful not to touch inside the machine because some parts get very hot.

6 Push up the green fixing lever.



7 Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



CAUTION

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

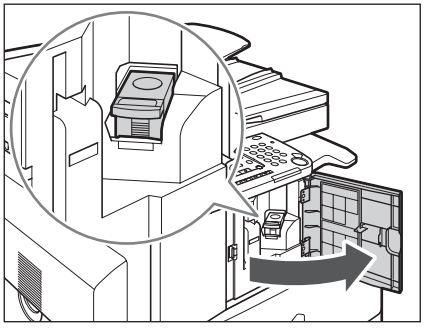
Clearing Staple Jams

If a staple jam occurs, follow the procedure described below to remove the jammed staples.

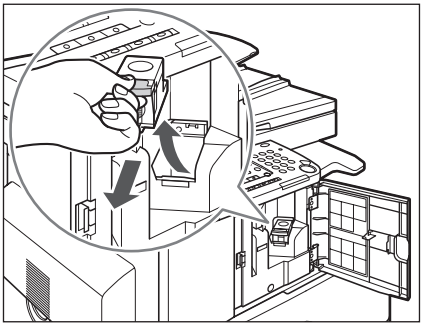
Finisher-U1 (Optional)

If the machine does not staple even though you have set the staple mode, staple jams may have occurred in the optional Finisher-U1. Follow the procedure described below to remove jammed staples.

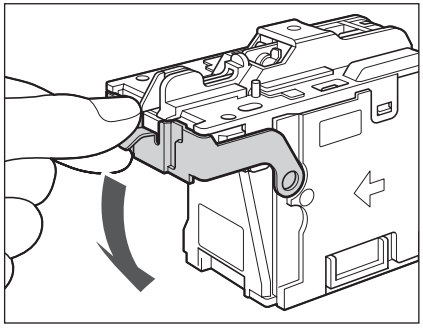
1 Open the front cover of the finisher.



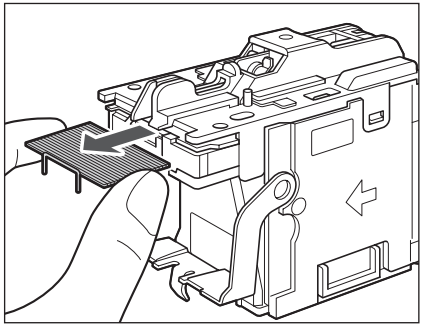
2 Pull out the staple case, holding the tab as illustrated below.



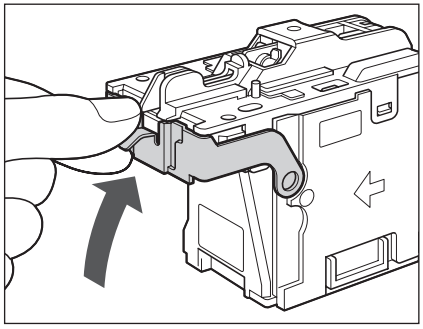
3 **Push down the tab of the staple case.**



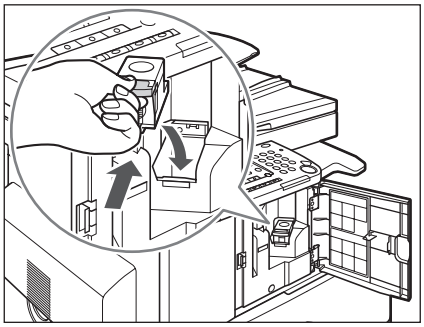
4 **Remove all of the staples that slide from the staple case.**



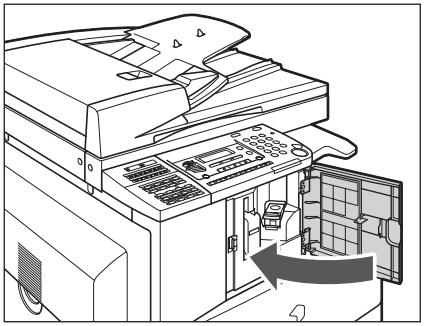
5 **Return the tab of the staple case to its original position.**



6 Push the staple case back firmly into the finisher.



7 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

List of Error Messages

Self-Diagnostic Display

The machine is equipped with a self-diagnostic function.

Self-diagnostic (error) messages appear on the LCD display when:

- printing cannot be performed because of an operational error.
- you need to make a decision or take some action during scanning or printing.

CHANGE PAPERSIZE

Cause It is possible that the paper size detected automatically by the paper drawer does not match the actual paper size. Another possibility is that the paper size selected for the stack bypass in the <SELECT PAPER SIZE> menu does not match the paper size actually set on the stack bypass.

Remedy Make sure the actual paper size matches the selected paper size. Set the correct paper size.

CHECK DOCUMENT

Cause A paper jam may have occurred in the feeder.

Remedy Remove the jammed document.

CLEANING/PLEASE WAIT

Cause This message is displayed during cleaning.

Remedy Wait until the cleaning is complete.

CLOSE COVER/FEEDER COVER

Cause The feeder cover is open.

Remedy Close the feeder cover.

CLOSE COVER/FINISHER COVER

Cause The front cover of the finisher is open.

Remedy Close the front cover of the finisher.

CLOSE COVER/FRONT OR LEFT COVER

Cause One or more cover is open.

Remedy Close all the covers.

CLOSE COVER/PLATEN COVER

Cause The platen cover is open.

Remedy Close the platen cover.

CLOSE DRAWER COVER

Cause The left cover of the optional paper drawer is open.

Remedy Close the paper drawer's left cover.

DATA ERROR

Cause The machine may have trouble.

Remedy Contact your local authorized Canon dealer.

DOCUMENT TOO LONG

Cause You have tried to copy an original that is too long for using the feeder.

Remedy Scan it on the platen glass.

DRUM IS NOT SET/INSERT THE DRUM

Cause Drum unit has not been installed.

Remedy Contact your local authorized Canon dealer.

FEEDER PAPER JAM/CHECK THE FEEDER

Cause Document jam has occurred in the feeder.

Remedy Open the feeder cover and check for jammed document.

FINISHER PAPER JAM/OPEN LEFT COVER

Cause: Paper jam has occurred in the finisher.

Remedy: Open the left cover and check for jammed paper.

INITIALIZING...

Cause: This message is displayed when the main power is turned ON.

Remedy: Wait until the message disappears.

LOAD PAPER

Cause: The paper drawer is out of paper, or not inserted correctly.

Remedy: Insert the paper drawer as far as it will go or load paper.

MEMORY FULL

Cause: The machine's memory is full of scanned documents.

Remedy: Divide the original into some stacks and scan them one by one.

NO APPROPRIATE SIZE

Cause: Although <AUTO> is selected when copying, paper of suitable size is not set in the paper drawer nor on the stack bypass.

Remedy: Select the paper size, or set the copy ratio.
If you press (Start) while this message is displayed, the paper with the least margin is selected automatically and printing starts.

NO CONTROL CARD/INSERT CONTROL CARD

Cause: The control card is not inserted into the card reader.

Remedy: Insert the control card into the card reader.

NO DOCUMENT/CHECK FEEDER

Cause: No document is loaded in the feeder.

Remedy: Load a document in the feeder.

OUT OF STAPLES/REPLACE STAPLE CART.

Cause There are only few staples remaining in the staple cartridge.

Remedy Replace the staple cartridge.

OUT OF TONER/CHANGE TONER

Cause The toner cartridge has run out of toner.

Remedy Replace the toner cartridge.

OUTPUT TRAY FULL

Cause The output tray is full of paper.

Remedy Remove the prints from the output trays.

OVER PAGE LIMIT/PRESS OK KEY

Cause The machine is set to restrict the printing.

Remedy Enter the Department ID Management menu in the System Settings menu, open the <PAGE LIMIT SET.> menu and change the maximum number of pages that can be printed.

PAPER JAM/OPEN LEFT COVER

Cause An original jam or paper jam has occurred, preventing you from making prints.

Remedy Remove paper from the machine following the guidance. If you open a cover during printing, this message also appears. In such a case, open the cover again and check if there is any jammed paper. If you find any, remove it, and close the cover. Then the message disappears.

PAPER JAM/OPEN LEFT/DRWR COVER

Cause Paper jam has occurred in the optional paper drawer.

Remedy Open the paper drawer's left cover and check for jammed paper.

REMOVE DOC. ON GLASS

Cause The original remains on the platen glass.

Remedy Remove the original from the platen glass, and operate the machine again.

STAPLE JAM/OPEN FINISHER COVER

Cause A staple jam may have occurred in the Finisher-U1.

Remedy Check if a staple jam has occurred.

STOP KEY PRESSED/PRESS OK KEY

Cause (Stop) has been pressed while scanning the original using the feeder.

Remedy Press [OK], and set the original again.

SYSTEM ERROR/Exxx*

Cause An error of some kind has occurred in the machine.

Remedy Turn OFF the main power, wait for more than 10 seconds, then turn it ON again. If this does not solve the problem, unplug the machine and contact your local authorized Canon dealer.
* xxx stands for a number.

TONER LOW/PREPARE NEW TONER

Cause Toner is running out.

Remedy Rock the toner cartridge to redistribute the toner evenly inside the cartridge. If the message persists, install a new cartridge.

TOO MANY OUTPUTS/CANNOT STAPLE

Cause The machine cannot staple the printouts because too many sheets of paper have been printed out.

Remedy The printouts are simply collated without stapling. If necessary, reduce the number of pages in the document and print again.

WASTE TONER FULL

Cause The drum unit is filled with waste toner.

Remedy Contact your local authorized Canon dealer.

Service Call Message

If the machine malfunctions, service call messages appear on the LCD display.

- E000
- E001
- E002
- E003
- E007
- E010
- E019
- E052
- E100
- E196
- E197
- E246
- E247
- E350
- E354
- E355
- E500
- E520
- E531
- E540
- E542
- E575
- E584
- E716
- E719
- E730
- E736
- E733
- E739
- E805
- E808

Contacting Your Local Authorized Canon Dealer

If a malfunction occurs and the machine cannot operate normally, service call messages appear on the LCD display. Follow the procedure described below to solve the problem.

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

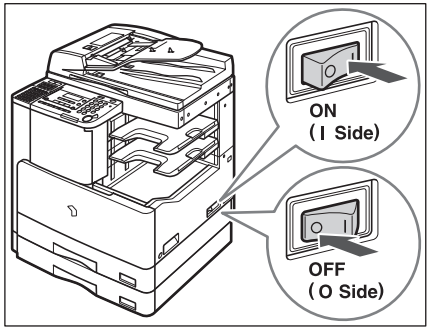
CAUTION

Always grasp the power plug portion when disconnecting the power cord. Pulling on the cord portion may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.

IMPORTANT

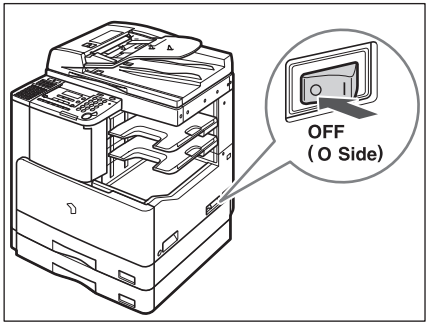
If you turn OFF the main power when there is any stored job, its data will be deleted.

1 **Turn the main power switch OFF. Allow at least ten seconds before turning the main power switch back ON.**



2 **If the machine still does not operate normally, follow the procedure below, and contact your local authorized Canon dealer.**

❑ Turn OFF the main power.



❑ Disconnect the power cord from the wall outlet.

NOTE

When contacting your local authorized Canon dealer, check the following:

- Model name
- Problem and status of the machine
- Error code on the LCD display

Appendix

9
CHAPTER

This chapter provides the specifications of the main unit and the optional equipment, and other useful information.

Report Samples 9-2
- User's Data List 9-2
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- Activity Report 9-3
- One-Touch Speed Dialing List 9-3
- One-Touch Speed Dialing List (Detailed) 9-3
- Coded Speed Dialing List 9-4
- Coded Speed Dialing List (Detailed) 9-4
- Group Dial List 9-4

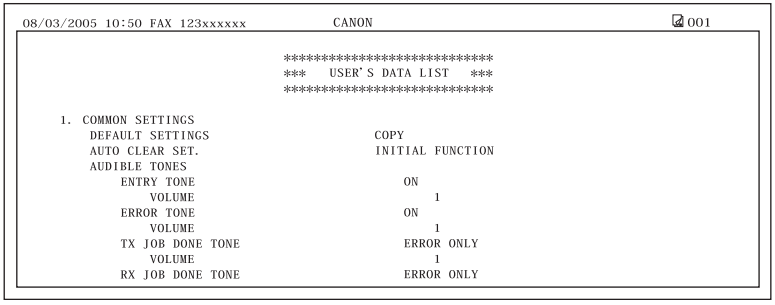
Specifications 9-5
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User's Data List

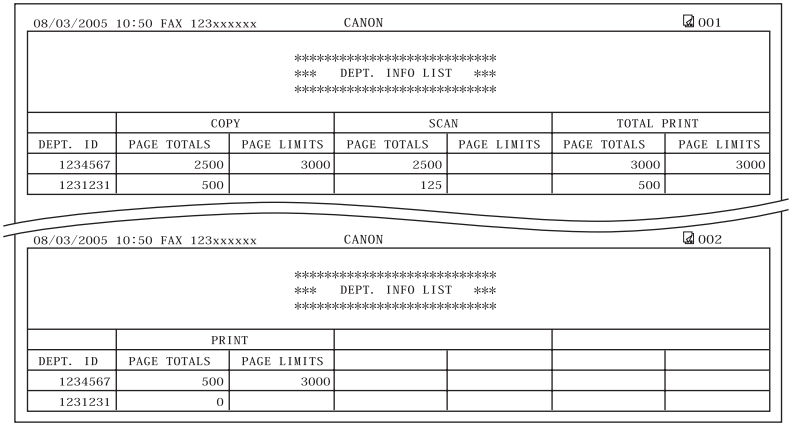


08/03/2005 10:50 FAX 123xxxxxx CANON 001

****
*** USER'S DATA LIST ***
****

1. COMMON SETTINGS
   DEFAULT SETTINGS — COPY
   AUTO CLEAR SET. — INITIAL FUNCTION
   AUDIBLE TONES
   ENTRY TONE — ON
   VOLUME — 1
   ERROR TONE — ON
   VOLUME — 1
   TX JOB DONE TONE — ERROR ONLY
   VOLUME — 1
   RX JOB DONE TONE — ERROR ONLY

Department ID List



08/03/2005 10:50 FAX 123xxxxxx CANON 001

****
*** DEPT. INFO LIST ***
****

	COPY		SCAN		TOTAL PRINT	
DEPT. ID	PAGE TOTALS	PAGE LIMITS	PAGE TOTALS	PAGE LIMITS	PAGE TOTALS	PAGE LIMITS
1234567	2500	3000	2500		3000	3000
1231231	500		125		500	

08/03/2005 10:50 FAX 123xxxxxx CANON 002

****
*** DEPT. INFO LIST ***
****

	PRINT					
DEPT. ID	PAGE TOTALS	PAGE LIMITS				
1234567	500	3000				
1231231	0					

Activity Report

08/03/2005 10:50 FAX 123xxxxxx CANON 001

****
*** ACTIVITY REPORT ***
****

ST. TIME	DESTINATION TEL/ID	NO.	MODE	PGS.	RESULT
*08/03 09:16	111XXXXX	5001	AUTO RX ECM	4	OK 00'14
*08/03 09:27		0001	MANUAL TX ECM	1	OK 02'00
08/03 09:30	222XXXXX	0002	TRANSMIT ECM	1	OK 00'17
08/03 09:53	333XXXXX	5002	AUTO RX ECM	1	OK 00'14
08/03 10:20	444XXXXX	0003	TRANSMIT ECM	0	NG 00'00
					0 STOP
08/03 10:20	555XXXXX	0004	TRANSMIT ECM	0	NG 00'00
					0 #0018

One-Touch Speed Dialing List

08/03/2005 10:50 FAX 123xxxxxx CANON 001

****
*** 1-TOUCH LIST ***
****

NO.	RECIPIENT ADDRESS	DESTINATION ID	TX TYPE
[01]	GROUP DIAL	CANON GROUP	
[02]	000XXXXXX	OFFICE	DOMESTIC
[03]	111XXXXXX	CANON TX	DOMESTIC
[04]	222XXXXXX	CANON OH	LONG DISTANCE 2

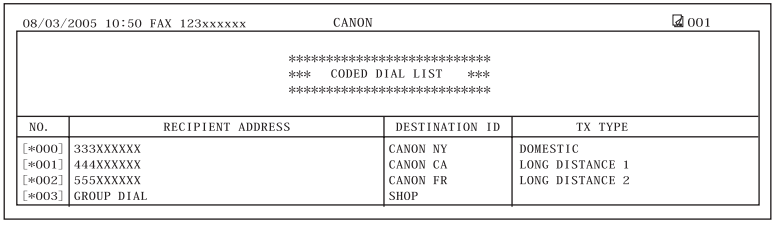
One-Touch Speed Dialing List (Detailed)

08/03/2005 10:50 FAX 123xxxxxx CANON 001

****
*** 1-TOUCH LIST 2 ***
****

[01]	RECIPIENT ADDRESS	GROUP DIAL
	DISTINATION ID	CANON GROUP
[02]	RECIPIENT ADDRESS	000XXXXXX
	DESTINATION ID	OFFICE
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps
	ECM	ON
[03]	RECIPIENT ADDRESS	111XXXXXX
	DISTINATION ID	CANON TX
	INTERNATIONAL	LONG DISTANCE 1
	TX SPEED	33600bps
	ECM	ON

Coded Speed Dialing List

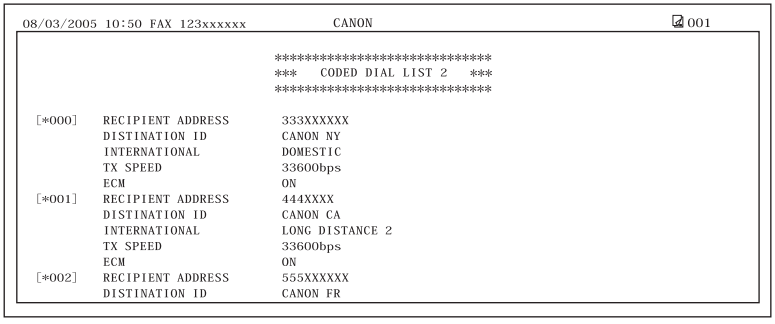


08/03/2005 10:50 FAX 123xxxxxx CANON 001

****
*** CODED DIAL LIST ***
****

NO.	RECIPIENT ADDRESS	DESTINATION ID	TX TYPE
[*000]	333XXXXXX	CANON NY	DOMESTIC
[*001]	444XXXXXX	CANON CA	LONG DISTANCE 1
[*002]	555XXXXXX	CANON FR	LONG DISTANCE 2
[*003]	GROUP DIAL	SHOP	

Coded Speed Dialing List (Detailed)

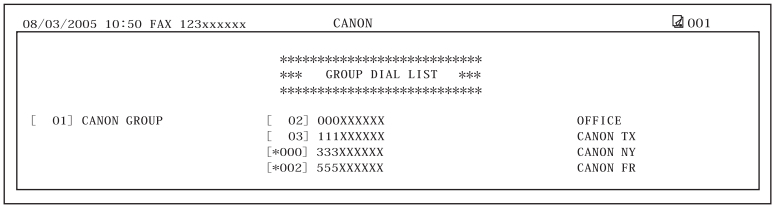


08/03/2005 10:50 FAX 123xxxxxx CANON 001

****
*** CODED DIAL LIST 2 ***
****

[*000]	RECIPIENT ADDRESS	333XXXXXX
	DISTINATION ID	CANON NY
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps
	ECM	ON
[*001]	RECIPIENT ADDRESS	444XXXX
	DISTINATION ID	CANON CA
	INTERNATIONAL	LONG DISTANCE 2
	TX SPEED	33600bps
	ECM	ON
[*002]	RECIPIENT ADDRESS	555XXXXXX
	DISTINATION ID	CANON FR

Group Dial List



08/03/2005 10:50 FAX 123xxxxxx CANON 001

****
*** GROUP DIAL LIST ***
****

[01] CANON GROUP	[02] OOOXXXXXX	OFFICE
	[03] 111XXXXXX	CANON TX
	[*000] 333XXXXXX	CANON NY
	[*002] 555XXXXXX	CANON FR

Specifications

Specifications are subject to change without notice for product improvement or future release.

Main Unit

Item	Specification
Name	Canon imageRUNNER 2020/2016
Type	Desktop
Platen type	Stationary
Photoconductive material	OPC
Copying system	Indirect electrostatic copying
Developing system	Single component dry toner projection development
Fixing system	On-demand Fusing
Resolution	Reading 600 dpi × 600 dpi Printing 1200 dpi × 1200 dpi
Number of tones	256
Acceptable paper stock	Paper drawer: 17 lb to 24 lb bond (64 g/m^2 to 90 g/m^2) Plain, Color, Recycled, Heavy (up to 24 lb bond [90 g/m^2]), Bond, 3-HOLE punch Stack bypass: 17 lb to 32 lb bond (64 g/m^2 to 128 g/m^2) Plain, Color, Recycled, Heavy, Bond, 3-HOLE punch, Transparency, Labels, Envelopes
Acceptable originals	Sheet, Books, 3-dimensional objects (Up to approx. 4.4 lb [2 kg])
Maximum original size	11 3/4" × 17" (297 mm × 432 mm)
Paper sizes	Paper drawer: 11" × 17", LGL, LTR, LTRR, STMT Stack bypass: 11" × 17", LGL, LTR, LTRR, STMT, STMTR, EXEC, A4, A4R, A3, B4, B5R, B5, A5R, A5, Free size (3 3/4" × 5 7/8" to 11 3/4" × 17" [95 mm × 148 mm to 297 mm × 432 mm]), Envelopes (ISO-B5, ISO-C5, COM10, DL, Monarch)

Item	Specification
Non-image areas	Leading edge: 1/8" × 1/16" (3.0 mm ± 2.0 mm) Left side: 1/8" × 1/16" (3.0 mm ± 2.0 mm)
Warm-up time	When main power is turned ON: approx. 13 seconds *Activation time may vary depending on the conditions under which the machine is used. (In all cases, at a room temperature of 68 °F [20 °C].)
First copy time	Platen glass selected: 7.9 seconds (LTR, direct, paper drawer 1)
Copy speed	imageRUNNER 2020/2016 (sheets per minutes) 2020 / 2016 Direct: 11" × 17" 10/10; LGL 10/10; LTR 20/16; LTRR 11/11; STMT 15/15 Reduction: LGL → LTRR (78 %) 11/11; 11" × 17" → LGL (73 %) 10/10; 11" × 17" → LTRR (64 %) 11/11; 11" × 17" → STMTR (50 %) 13/13 Enlargement: LGL → 11" × 17" (121 %) 10/10; LTRR → 11" × 17" (129 %) 10/10; STMTR → 11" × 17" (200 %) 10/10
Magnification	Direct 1:1 (±0.5 %) Reduction 1:0.78 (LGL → LTRR) 1:0.73 (11" × 17" → LGL) 1:0.64 (11" × 17" → LTRR) 1:0.50 (11" × 17" → STMTR) Enlargement 1:1.21 (LGL → 11" × 17") 1:1.29 (LTRR → 11" × 17") 1:2.000 (STMTR → 11" × 17")
Paper feeding system	Paper drawer: 250 sheets × 2 drawers (20 lb bond [80 g/m^2]) 250 sheets × 1 drawer (20 lb bond [80 g/m^2]) Stack bypass: 80 sheets (LTR/STMT/STMTR/EXEC/A4/B5/A5/A5R, 20 lb bond [80 g/m^2]) 50 sheets (LTRR/LGL/11" × 17"/A4R/A3/B4/B5R, 20 lb bond [80 g/m^2]) 50 sheets (Transparencies/Heavyweight paper, 24 lb to 32 lb bond [91 to 128 g/m^2]) 10 envelopes 1 sheet (Labels)
Density control	Automatic or manual (9 levels)
Multiple copies	1 to 99 sheets
Power source	120 V AC, 60 Hz, 4.6 A

Item	Specification
Max power consumption	1.55 kW max.
Dimensions (W × D × H)	24 1/2" × 25" × 26 1/4" [622 mm × 633.4 mm × 665.4 mm] (imageRUNNER 2020) 24 1/2" × 25" × 22 7/8" [622 mm × 633.4 mm × 580.4 mm] (imageRUNNER 2016)
Installation space (W × D)	40 1/8" × 49 1/4" (1018 mm × 1249 mm) (Left cover is opened and paper drawer is pulled out)
Weight	Approx. 101 lb (46 kg) (imageRUNNER 2020) Approx. 87 lb (39.6 kg) (imageRUNNER 2016)

Feeder (DADF-P1)

Item	Specification
Type	Automatic Document Feeder
Originals	Original supply tray: 11" × 17"/LGL/LTR/LTRR/STMT
Original paper weights	14 lb to 28 lb bond [52 g/m^2 to 105 g/m^2] (One-page scanning for 10 lb to 14 lb bond [37 g/m^2 to 52 g/m^2] and 28 lb to 32 lb bond [105 g/m^2 to 128 g/m^2])
Original tray capacity	LTR/LTRR: 50 sheets (20 lb bond [80 g/m^2]) LGL/11" × 17": 25 sheets (20 lb bond [80 g/m^2])
Original replacement speed	20 sheets/minute (LTR)
Power source	From main unit
Power consumption	Approx. 26 W max.
Dimensions (W × D × H)	22 1/4" × 19 1/4" × 4 7/8" (565 mm × 489.4 mm × 122 mm)
Weight	Approx. 16 lb (7.0 kg)

Cassette Feeding Module-J1

Item	Specification
Paper sizes	11" × 17", LGL, LTR, LTRR, STMT
Paper capacity	250 sheets × 1 drawer (20 lb bond [80 g/m^2])
Power source	From main unit
Power consumption	Approx. 3 W max.
Dimensions (W × D × H)	22 7/8" × 22 3/8" × 4 5/8" (580.3 mm × 569.3 mm × 116.8 mm)
Weight	Approx. 13 lb (6.0 kg)

Cassette Feeding Module-K1

Item	Specification
Paper sizes	11" × 17", LGL, LTR, LTRR, STMT
Paper capacity	250 sheets × 2 drawer (20 lb bond [80 g/m^2])
Power source	From main unit
Power consumption	Approx. 13 W max.
Dimensions (W × D × H)	22 7/8" × 22 3/8" × 8" (580.3 mm × 569.3 mm × 201.8 mm)
Weight	Approx. 26 lb (12.0 kg)

Finisher-U1

Item	Specification
Paper	17 lb to 32 lb bond (64 g/m^2 to 128 g/m^2)
Capacity per tray	Standard type Non-collate LTR/STMT/STMTR: 770 sheets or 4" (100 mm) LTRR/LGL/11" × 17": 380 sheets or 2" (50 mm) Collate mode LTR: 770 sheets or 4" (100 mm) LTRR/LGL/11" × 17": 380 sheets or 2" (50 mm) Staple mode LTR: 30 sets or 4" (100 mm) LTRR/LGL/11" × 17": 30 sets or 2" (50 mm) Additional Finisher Tray-C1 is attached Non-collate LTR/STMT/STMTR: 200 sheets or 1" (26 mm) LTRR/LGL/11" × 17": 150 sheets or 3/4" (20 mm) Collate mode LTR: 200 sheets or 1" (26 mm) LTRR/LGL/11" × 17": 150 sheets or 3/4" (20 mm) Staple mode LTR: 30 sets or 1" (26 mm) LTRR/LGL/11" × 17": 30 sets or 3/4" (20 mm)
Max. stapling capacity	LTRR/11" × 17"/LGL: 30 sheets LTR: 50 sheets
Available staple size	LTR/LTRR/LGL/11" × 17"
Available offset size	LTR/LTRR/LGL/11" × 17"
Power source	From main unit
Power consumption	Approx. 46 W max.
Dimensions (W × D × H)	18 1/8" × 20 1/2" × 11 7/8" (480 mm × 520 mm × 300 mm)
Installation space (W × D)	47 1/8" × 49 1/8" (1198 mm × 1249 mm) (When the left cover of the main unit is opened and the auxiliary tray of the Additional Finisher Tray-C1 is extended)
Weight	Approx. 22 lb (10 kg)

Duplex Unit-A1

Item	Specification
Paper sizes	11" × 17", LGL, LTR, LTRR, STMT
Paper weight	17 lb to 24 lb bond (64 g/m^2 to 90 g/m^2)
Power source	From main unit
Power consumption	Approx. 15 W max.
Dimensions (W × D × H)	17 1/4" × 17 5/8" × 14 7/8" (437.2 mm × 448 mm × 378.3 mm)
Weight	Approx. 5 lb (2.5 kg)

Inner 2 Way Tray-E1

Item	Specification
Capacity (Tray A only)	LTR: 100 sheets (20 lb bond [80 g/m^2]) LGL/LTRR/STMT/STMTR/11" × 17": 50 sheets (20 lb bond [80 g/m^2])
Power source	From main unit
Power consumption	Approx. 5 W max.
Dimensions (W × D × H)	19 1/8" × 17 3/4" × 6" (485.5 mm × 451 mm × 151.2 mm)
Installation space (W × D)	Incorporated in the main unit
Weight	Approx. 3 lb (1.5 kg)

Card Reader-E1

Item	Specification
Card to be used	Magnetic type card, Optical type card
Card readout method	Magnetic/Optical readout
Magnetic card reading direction	Inserting Direction
Store/replay	Replay
Power source	From main unit
Dimensions (W × D × H)	3 1/2" × 4" × 1 1/4" (88 mm × 100 mm × 32 mm)
Weight	Approx. 5/8 lb (295 g)

Specifications are subject to change without notice.

Relationship between Original Orientation and Preprinted Paper Output Chart

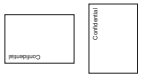
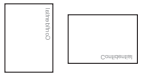
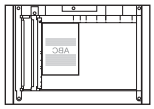
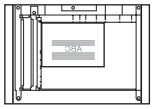
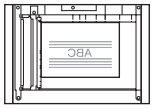
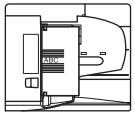
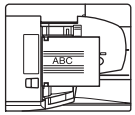
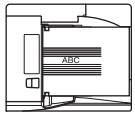
Please use this chart when printing on preprinted paper (i.e., paper with logos).

NOTE

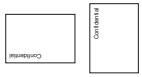
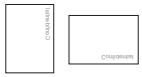
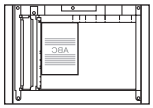
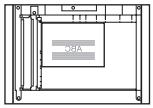
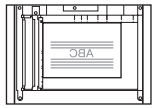
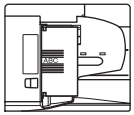
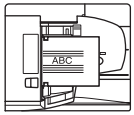
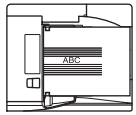
If you want to copy on the back side of preprinted paper, place the side you want to copy on:

- face up when using a paper drawer
- face down when using the stack bypass

■ If You Want to Set Stapling:

Original/ Paper Orientation, Settings (Staple Position / Output Example)		Corner: Top Left LTR	Corner: Top Left LTRR	Corner: Top Left 11" × 17", LGL
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up			
	Orientation in stack bypass Preprinted side: Face down			
Original	Orientation on the platen glass Original side: Face down			
	Orientation in the feeder Original side: Face up			
Auto Orientation Setting		Either On or Off	Either On or Off (Set to 'On' when paper orientation in the stack bypass/paper drawer is vertical.)	Either On or Off

■ If You Do Not Want to Set the Staple Mode:

Original/ Paper Orientation, Settings \ Output Example		Corner: Top Left LTR	Corner: Top Left LTRR	Corner: Top Left 11" × 17", LGL
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up			
	Orientation in stack bypass Preprinted side: Face down			
Original	Orientation on the platen glass Original side: Face down			
	Orientation in the feeder Original side: Face up			
Auto Orientation Setting		Either On or Off	Either On or Off (Set to 'On' when paper orientation in the stack bypass/paper drawer is vertical.)	Either On or Off

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Canon

CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan
CANON U.S.A., INC.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
CANON CANADA INC.
6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada
CANON EUROPA N.V.
Bovenkerkerweg 59-61 1185 XB Amstelveen, The Netherlands
CANON FRANCE S.A.S.
17, quai du Président Paul Doumer 92414 Courbevoie Cedex, France
CANON (U.K.) LTD.
Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom
CANON DEUTSCHLAND GmbH
Europark Fichtenhain A10, 47807 Krefeld, Germany
CANON ITALIA S.p.A.
Via Milano, 8 20097 San Donato Milanese (MI) Italy
CANON LATIN AMERICA, INC.
703 Waterford Way Suite 400, Miami, Florida 33126 U.S.A.
CANON AUSTRALIA PTY. LTD.
1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia
CANON CHINA CO., LTD.
15F, North Tower, Beijing Kerry Centre, 1 Guang Hua Road, Chao Yang District, 100020, Beijing, China
CANON SINGAPORE PTE. LTD.
1 HarbourFront Avenue #04-01 Keppel Bay Tower, Singapore 098632
CANON HONGKONG CO., LTD.
19/F., The Metropolis Tower, 10 Metropolis Drive, Hunghom, Kowloon, Hong Kong

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